

A Project Report On

A STUDY OF ANALYSIS OF TRAINING NEEDS IN MOIL LTD

BBA Department,

G.S Autonomous College of Commerce & Economics, Nagpur.

Affiliated To:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

In partial fulfilment for the award of the degree of

BACHELOR OF BUSINESS ADMINISTRATION

Submitted by

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Under the guidance of

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NAAC Re -Accredited "A" Grade Autonomous Institutions

Academic Year 2022-23



G.S. college of commerce & Economics, Nagpur

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Academic Year 2022-23

CERTIFICATE

This is to be certify that the project entitled “**A STUDY OF ANALYSIS OF TRANING NEEDS IN MOIL LTD, NAGPUR**” prepared by “**Shweta A. Katre** submitted in partial fulfilment of **BACHELOR OF BUSINESS ADMINISTRATION** degree examination, has not been submitted for any other examination and does not form part of any other course undergone by the candidate.

It is further certified that he has completed his project as prescribed by BBA Department (Autonomous), G.S. Autonomous College Of Commerce & Economics, Nagpur. Affiliated To Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

Prof. Leena Kapse

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Dr. Afsar Sheikh.

(BBA Coordinator)

Date:

Place: Nagpur



G.S. college of commerce & Economics, Nagpur
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Academic Year 2022-23

DECLARATION

I here-by declare that the project entitled “**A Study of Analysis of Training Needs in MOIL LTD, Nagpur**” has been completed by me in partial fulfilment of **BACHELOR OF BUSINESS ADMINISTRATION** degree examination as prescribed by BBA Department (Autonomous), G.S. Autonomous College Of Commerce & Economics, Nagpur. Affiliated To Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

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Shweta A. Katre

Place: Nagpur

Date:



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With immense pride and sense of gratitude, I take this golden opportunity to express my sincere regards to **Dr.N Y Khandait , Principal, G. S. College of Commerce & Economics, Nagpur.**

I am extremely thankful to my project guide **Prof. Leena Kapse** for his valuable guidance throughout the project. I tender my sincere regards to him for giving me his outstanding guidance, suggestions and invaluable encouragement which helped me in completion of the project. I also thank the Course Coordinator **Dr. Afsar Sheikh**, for kind support.

I will fail in my duty if I do not thank the non-Teaching staff of the college for their Cooperation. I would like to thank all those who helped me completing the project successfully.

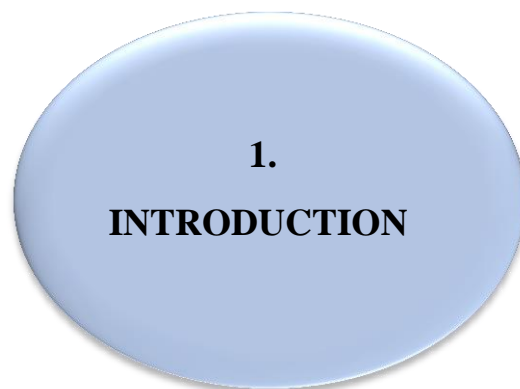
Place: NAGPUR

Shweta. A. Katre

Date:

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1.
INTRODUCTION

Abstract

Training is a program that helps staff learn or gain certain knowledge, skills and abilities which can make their current performance better. Training involves a new dimension in perspective, skills, and information of an individual with the resultant improvement within the behaviour. This paper deals with Training Need Analysis of employees of a company in the real estate sector and provides an exploration into the training needs of employees of the sales, pre-sales, and post-sales departments as well an analysis and evaluation of the current training practices.

The name of the company has not been mentioned in order to maintain the confidentiality of the same. The main purpose of the study was to find out that which types of training are required for the employees working within an organization, including, technical, non-technical or soft-skills.

INTRODUCTION

- **WHAT IS TRAINING NEED?**

Training needs analysis (TNA) focuses more on needs rather than demands. Also known as training need assessment, it can be defined as a tool used to ascertain the educational courses or skills that must be made available to the employees and management to enhance their effectiveness and management skills. In order to overcome the difficulty faced by managers in handling their employees, it is advised to managers that they work upon their management skills instead of technical aspects which are more interesting but less useful in boosting productivity and morale. With the help of training need assessment, it becomes easy to determine if there exists a training need and if yes, then what kind of training needs to be imparted in order to manage the deviation between the expected and actual performance.

- **ACCORDING TO ALLISON ROSSETT**

Training need assessment is the systematic effort that we make to gather opinions and ideas from a variety of sources on performance problems or new systems and technologies.

- **CONCEPT OF TRAINING NEED**

Training is a program that helps staff learn or gain certain knowledge, skills and abilities which can make their current performance better. Training involves a new dimension in perspective, skills and information of an individual with the resultant improvement in the behaviour. For training to be effective, it must be a planned activity conducted with a need analysis at varied levels and target at bound competencies, and it ought to be conducted during a learning atmosphere. Training could be a means to make sure that staff has information and right skills to be ready to do their work effectively and aptly.

Training could also be required once there's a difference between the desired or expected performance, and the current performance, and therefore the reason for that gap is lack of ability or information. Technology is fast changing at a very quick pace. Along with that, the performance betterment of employees is needed. With correct training and development, the productivity will increase manifold. Varied corporations have in-house specialists who train staff on varied aspects of the business.

Normally, a calendar is puzzled out ahead with the help of which varied sessions are listed out and which staff will choose their business demand to reinforce personal development needs.

Training and development that was at a point of time not given abundant importance, Abstract Training is a program that helps staff learn or gain certain knowledge, skills and abilities which can make their current performance better. Training involves a new dimension in perspective, skills and information of an individual with the resultant improvement within the behaviour. This paper deals with Training Need Analysis of employees of a company in the real estate sector and provides an exploration into the training needs of employees of the sales, pre-sales and post-sales departments as well an analysis and evaluation of the current training practices.

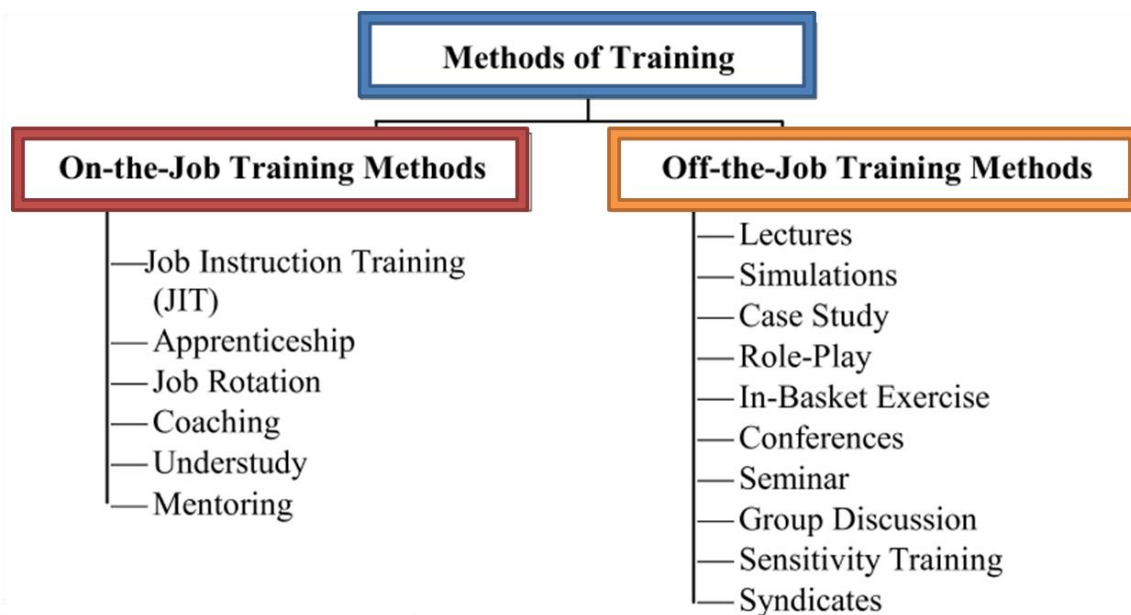
The name of the company has not been mentioned in order to maintain the confidentiality of the same. The main purpose of the study was to find out that which types of training are required for the employees working within an organization, including, technical, non-technical or soft-skills. Keywords: Training Need Analysis, Assessment, Evaluation, Skills JEL Classification: M19, M12 Paper Classification: Research Paper Amity Journal of Training and Development 23 Volume 3 Issue 1 2018 AJTD ADMAA is currently very important for any company to fulfil its broad goals and objectives.

There are several aspects to be considered once managers are distinguishing training needs of their team members. Thus, once the work force is provided support for innovation, it will facilitate increased productivity and improve growth rate of business. However, it's essential to use TNA best practices to spot performance gaps and whether the training material is on par. Overall, it is concluded that with a correct analysis and implementation, (which go together) it is made sure that each worker is happy and extremely productive.

Training need analysis approach bridges the gap between performances from expected or desired state to the current state. This gap will occur at the structure level or at the individual level. From this gap analysis, one can assume the resources needed and set up the budget consequently. It additionally ensures strategic designing or a SWOT analysis of the organization. These strengths will be bolstered with requisite training, and any weakness could also be assessed as a dimension one has to pay stress to, whereas opportunities understand areas that one needs to be trained in. For the purpose of the paper, a prominent organization in the real estate sector is taken as an example. The paper not only highlights the training need analysis undertaken in the company but also shows prioritization of various needs based on competencies expected in future.

• METHODS OF TRAINING NEED

Organisation makes a lot of investment every year on various training and development programmes of its employees. The main purpose of the organisation for doing so is to augment the productivity of the company by enhancing the skills and knowledge of the employees. At one point or another, need for training arises, as the possibility of getting most eligible and trained person every time is very less. Thus, in order to make the employees skilful, training is provided to them by using various training methods. These training methods not only motivate the employees to develop their skills, but also prepare them to meet the upcoming organisational demands. Thus, companies adopt various methods to train their employees. Some of them are as follows



- **IMPORTANCE OF TRAINING NEED**

- **Identifies employee knowledge and performance gaps**

Knowledge and performance gaps negatively impact how employees do their job. If employees don't have the necessary knowledge and skills to perform their job, they may struggle to become productive and confident in their role.

- **Helps organizations efficiently build a targeted training plan**

A training needs analysis is a vital first step that helps organizations create a targeted training plan specific to their needs. By first completing a training needs analysis, an organization can use this information to create a training strategy and plan to follow as they develop their corporate training.

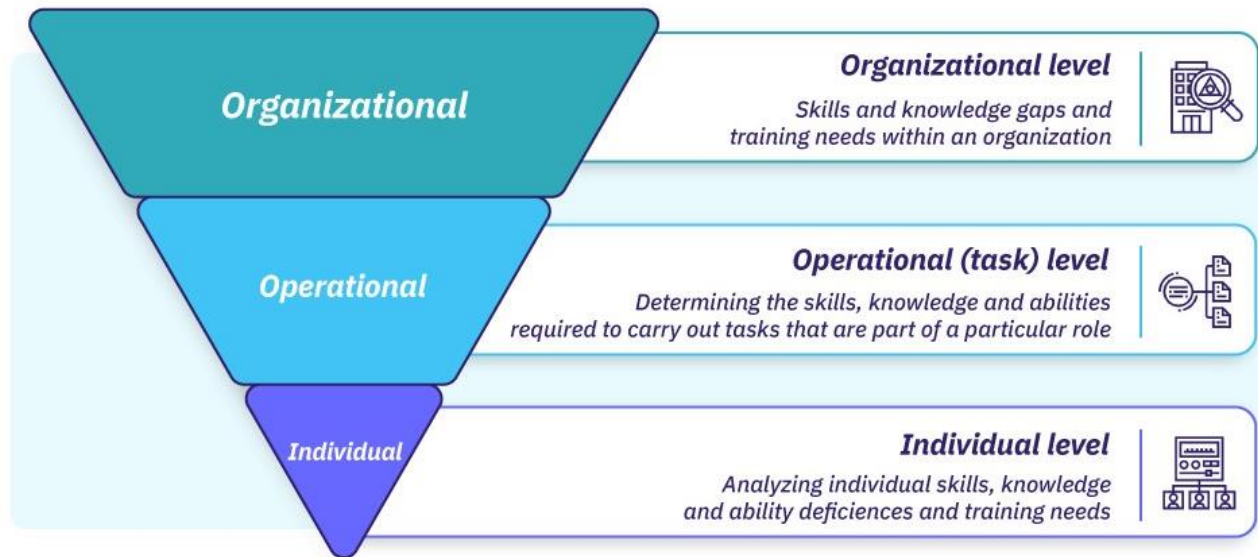
- **Provides insight into new training opportunities (e.g., different modalities and approaches)**

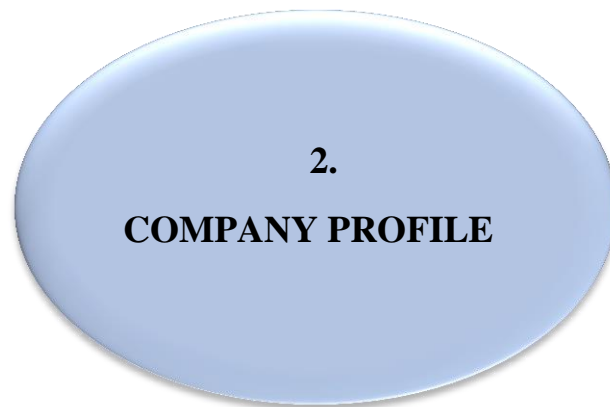
Once a training needs analysis is completed, organizations will have the needed information to set the foundation for a custom training plan. This training plan helps identify new innovative training modalities and approaches to learning that organizations may not have considered before.

New training modalities that an organization may explore include:

- eLearning
- Virtual Reality
- Augmented Reality
- Instructor-Led Training
- A Blended Learning approaches

- **TRAINING NEED LEVELS**





2.
COMPANY PROFILE

COMPANY PROFILE



Type	Public Sector Undertaking
Traded as	BSE: 533286 NSE: MOIL
Industry	Manganese ore
Founded	22 June 1962
Headquarters	Nagpur India
Area served	India
Key people	Ajit Kumar Saxena (Chairman & MD)
Production output	1,093,363 tonnes (1,205,226 tons)
Revenue	₹6,287 million (US\$79 million) (2015-16)
Net income	₹1,727 million (US\$22 million) (2015-16)
Total assets	₹37,560 million (US\$470 million) (2015-16)
Website	moil.nic.in

MOIL is a Schedule "A" Miniratna Category-I Company. It was originally incorporated as Manganese Ore (India) Limited in the year 1962. Subsequently, name of the Company was changed from Manganese Ore (India) Limited to MOIL LIMITED during the financial year 2010-11.

MOIL was originally set up in the year 1896 as Central Province Prospecting Syndicate which was later renamed as Central Provinces Manganese Ore Company Limited (CPMO), a British Company incorporated in the UK. In 1962, as a result of an agreement between the Government of India and CPMO, the assets of the latter were taken over by the Government and MOIL was formed with 51% capital held between the Govt. of India and the State Governments of Maharashtra and Madhya Pradesh and the balance 49% by CPMO. It was in 1977, the balance 49% shareholding was acquired from CPMO and MOIL became a 100% Government Company under administrative control of the Ministry of steel.

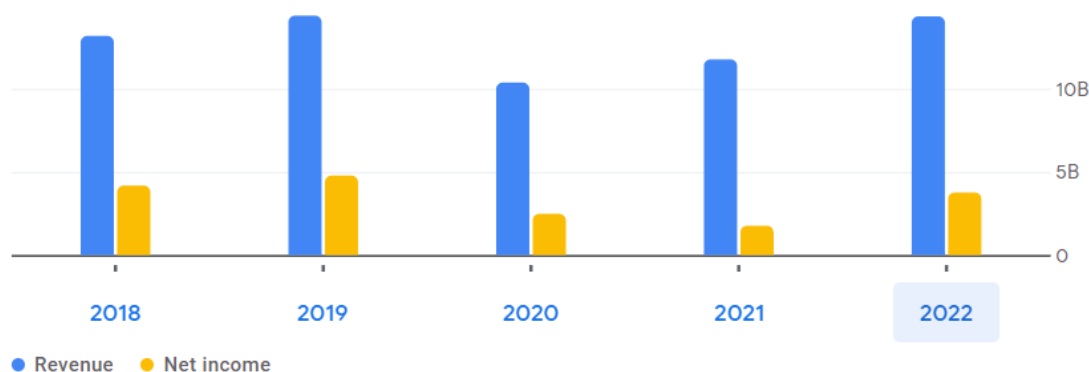
During the Financial year 2010-11, MOIL got listed on 15th December, 2010 on National Stock Exchange and Bombay Stock Exchange. After the listing, the shareholding in the company was Govt. of India (71.57%), Govt. of Maharashtra (4.62%) and Govt. of Madhya Pradesh (3.81%) and Public (20%). At present the shareholding pattern of the company is Govt. of India (53.35%), Govt. of Maharashtra (5.96%) and Govt. of Madhya Pradesh (5.38%) and Public (35.31%).

At present, MOIL operates 11 mines, seven located in the Nagpur and Bhandara districts of Maharashtra and four in the Balaghat district of Madhya Pradesh. All these mines are about a century old. Except 4, rest of the mines are worked through underground method. The Balaghat Mine is the largest mine of the Company. The mine has now reached a mining depth of about 383 meters from the surface. Dongri Buzurg Mine located in the Bhandara district of Maharashtra is an opencast mine that produces manganese dioxide ore used by dry battery industry. This ore in the form of manganous oxide is used as micro-nutrient for cattle feed and fertilizers. MOIL fulfils about 50% of the total requirement of dioxide ore in India. At present, the annual production is around 1.1 million tonne which is expected to grow in the coming years.

MOIL Ltd soars 0.19%, gains for fifth straight session

Financials

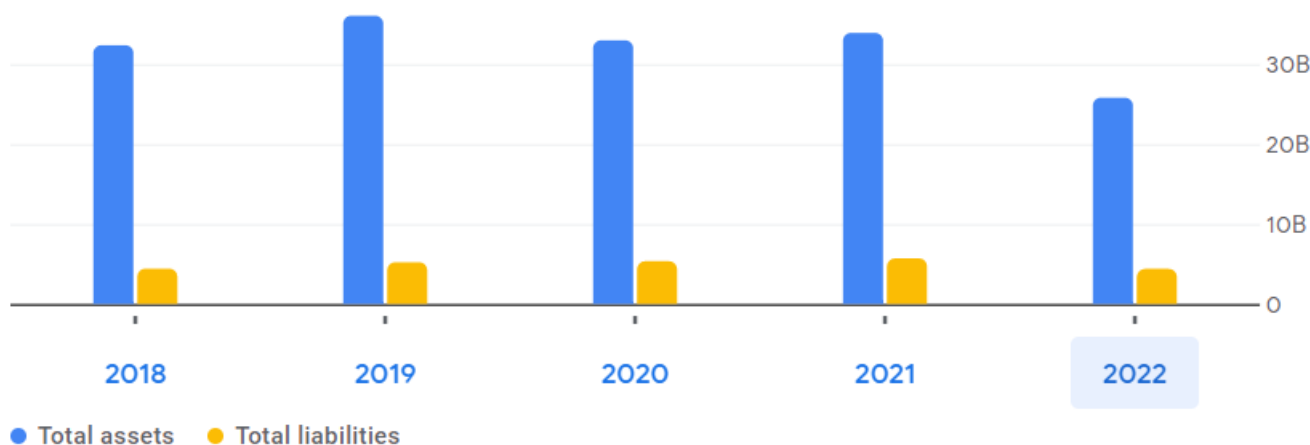
- Income Statement: - (Annual)**



(INR)	2022 FISCAL YEAR ENDED 3/31/2022	Y/Y CHANGE
Revenue The total amount of income generated by the sale of goods or services related to the company's primary operations.	14.36B	21.99%
Operating expense Represents the total incurred expenses through normal operations	6.94B	4.67%
Net income Company's earnings for a period net of operating costs, taxes, and interest.	3.77B	113.43%
Net profit margin Measures how much net income or profit is generated as a percentage of revenue.	26.25	75.00%
Earnings per share Represents the company's profit divided by the outstanding shares of its common stock.	—	—
EBITDA Earnings before interest, taxes, depreciation, and amortization, is a measure of a company's overall financial performance and is used as an alternative to net income in some circumstances.	5.44B	84.84%
Effective tax rate The percent of their income that a corporation pays in taxes.	27.96%	—

Balance Sheet

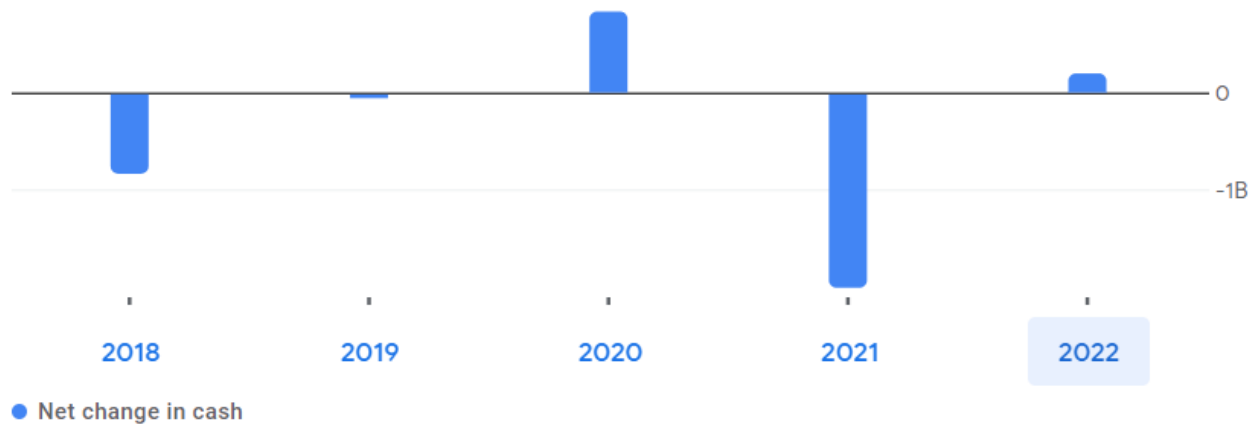
- **Annual**



(INR)	2018 FISCAL YEAR ENDED 3/31/18.	Y/Y CHANGE
Cash and short-term investments Investments that are relatively liquid and have maturities between 3 months and one year.	21.36B	2.41%
Total assets The total amount of assets owned by a company.	32.36B	4.72%
Total liabilities Sum of the combined debts a company owes.	4.42B	54.98%
Total equity The value of subtracting the total liabilities from the total assets of a company.	27.95B	—
Shares outstanding Total number of common shares outstanding as of the latest date disclosed in a financial filing.	257.61M	—
Price to book A ratio used to determine if a company's market value is in line with the value of its assets less liabilities and preferred stock.	1.39	—
Return on assets A financial ratio that shows a company's profitability compared to its assets.	9.51%	—
Return on capital Company's return above the average cost it pays for its debt and equity capital.	10.75%	—

Cash Flow

- **Annual**



(INR)	2022 FISCAL YEAR ENDED 3/31/2022	Y/Y CHANGE
Net income Company's earnings for a period net of operating costs, taxes, and interest.	3.77B	113.43%
Cash from operations Net cash used or generated for core business activities.	3.60B	23.94%
Cash from investing Net cash used or generated in investing activities such as purchasing assets.	6.93B	292.38%
Cash from financing Net cash used or generated in financing activities such as dividend payments and loans.	-10.33B	-691.34%
Net change in cash The amount by which a company's cash balance increases or decreases in an accounting period.	197.40M	109.87%
Free cash flow Amount of cash a business has after it has met its financial obligations such as debt and outstanding payments.	1.12B	-29.88%

MOIL produces and sells different grades of manganese Ore. They are

- High Grade Ores for production of Ferro manganese
- Medium grade ore for production of silico manganese
- Blast furnace grade ore required for production of hot metal and
- Dioxide for dry battery cells and technical industries.

MOIL has set up a plant based on indigenous technology to manufacture 1,500 MT per annum capacity of Electrolytic Manganese Dioxide (EMD). This product is used for the manufacture of dry battery cells. EMD produced by the Company is of good quality and well accepted by the market. MOIL is having a Ferro manganese plant with a capacity of 12,000 MT per annum for value addition.

In order to promote non-conventional energy resources, MOIL has installed 4.8 MW Wind Energy Farm at Nagda Hills and 15.2 MW Wind Farm at Ratedi Hills, Dist. Dewas in Madhya Pradesh.

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3.
RESEARCH STUDY

NEED OF THE STUDY

- A training needs analysis will identify those who need training and what kind of training is needed.
- Training is required to fill these wide gaps so that employees can perform their duties efficiently.
- Training helps in smooth functioning of organisational process and development.
- Training is required to train such employees so that they can discharge their responsibilities effectively in the long run.
- Training Needs Analysis (TNA) is the process in which the company identifies training and development needs of its employees so that they can do their job effectively.
- It involves a complete analysis of training needs required at various levels of the organisation.
- Employees are required to be more adaptable to the latest system of organisational hierarchy.
- Training is required to train such employees so that they can discharge their responsibilities effectively in the long run.

OBJECTIVE OF STUDY

- To find and analyse performance gaps and training needs of employees at various departments and levels in the organisation.
- To analyse and recommend various types of training programs to be conducted in the future.
- To check and ensure that the training programs recommended meet both organisational as well as individual goals.
- To evaluate and rate employees on the specified skills needed to perform their job individually.
- To prioritize training needs based on respective ratings and ranking given to each specific skill by the employees.

LIMITATIONS OF STUDY

- This research is based on Nagpur region only.
- Only a little amount of factual data gathered due to time and financial constraints.
- Due to lack of support, commitment, and participation of top management in training need analysis, there is a possibility of identifying needs that are unreal.

HYPOTHESIS

H0 (Null Hypothesis): -

There is no relationship between training and performance of an employees in Moil ltd.

H1 (Alternative Hypothesis): -

The impact of training on employee's performance with reference to Moil ltd.

SCOPE OF STUDY

The scope of training needs entirely depends on the classifications of employees that need to be trained. As we all are aware of that training is a never-ending process, and it is not needed for the newly selected candidates only but also for the existing employees at all levels of the company.

Training Needs Analysis (TNA) is the process in which the company identifies training and development needs of its employees so that they can do their job effectively. It involves a complete analysis of training needs required at various levels of the organisation.

The scope of training depends upon the categories of employees to be trained. As we all know that training is a continuous process and not only needed for the newly selected personnel but also for the existing personnel at all levels of the organisation.



4.
RESEARCH
METHEDODOLOGY

RESEARCH METHEDODOLOGY

Sources of primary data: Primary data such as prevailing organisational culture and willingness of employee as well as the company to reveal the information, form a major role in ensuring completion of research. Here employee data was collected through a survey questionnaire after a brief discussion with senior management regarding skills they look out for while recruiting the sales employee.

Sources of secondary data: We also collected secondary data from various websites & books for this research. We also referred some websites like moil.nic.in. We also referred books for this research and the good content of it further.

This method includes data collection, analysis, and presentation. It helps us clearly present the Human Resource statement in order to allow other to better understand the need of this kind of research.

Technique of data collection

Primary data and Secondary data will be used for the project.

The following are some of the sources used for data collection.

- wikipedia.org
- web research
- business today

<https://www.google.com/finance/quote/MOIL:NSE?sa=X&ved=2ahUKEwiQ1eK9tcT9AhVK-jgGHRa8CWEQ3ecFegQIHRAg&window=6M>



5.
LITERATURE
REVIEW

LITERATURE REVIEW

Training Need Analysis was required across all sectors in the past however, it has achieved major significance recently. Despite this, there remains a shortfall of critical academic literature on the subject, and relatively little is known about how the need analysis can be influenced by management. Many great human resource practitioners have given different definitions for the same term which are as follows: The training need indicates the bridge required to build gap between standard performance and actual performance. In the organisation internally, people also tend to think of training as a temporary course. However, this perspective has been changed due to the role played by training department in recent times. Most of the books about training need assessment revolve around specific roles for specific areas in the organisation.

Aarti Chahal “Study of Training Need Analysis Based Training and Development: Effect of Training on Performance by Adopting Development Based Strategy” Training is necessity in the changing environment, planned and systematic training should be made compulsory in all private and public companies. It brings changes in behaviour, attitude at any age and helps in increasing the organizational performance. The organization should encourage more facilities during training and off the job training, because it is one kind of encouragement to improve the interest towards the training and development program.

By providing training, employers support the skill development of their employees. If the training is good then the employees will contribute their maximum for the achievement of the organizational objectives. The result of the present study shown that the training practices in the selected of MOIL LTD are average and there is lot of scope for improvement. Researcher found that the training and effectiveness programs have a positive impact on the performance of both male and female employees but the results shows that it has a greater impact on the performance of male employees’ group. This can be due to the reason that mostly female employees bear additional responsibilities towards their families. The researchers found that most of the companies have their own training institute, management attitude is very positive for training support and budget, incentives are given for trainees, and overseas training opportunity. However, there is a lack of needs assessment before training. Corporation should take necessary steps in such a way that employees

should feel training is essential to enhance the productivity and customer satisfaction to meet the present challenges in India.

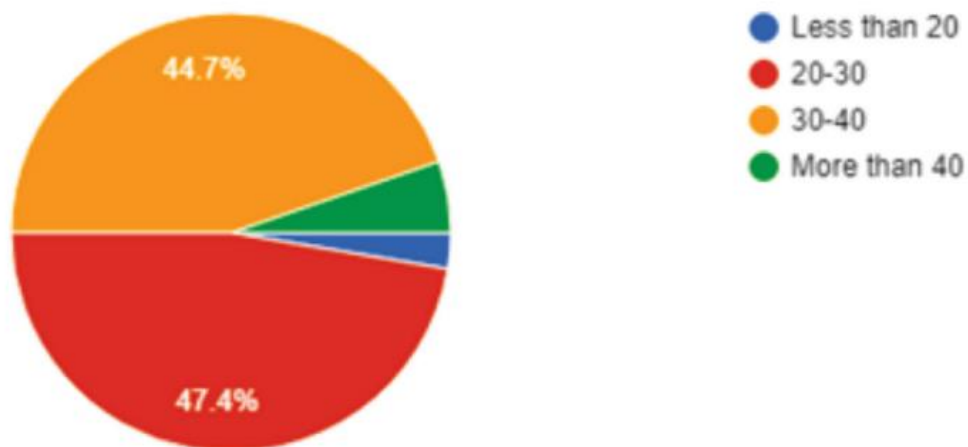
Shulagna Sarkar (2013) “Competency based Training Need Assessment – Approach in Indian companies. “All organizations must focus on conducting training need assessment before deputing any employee for training. Though most of the organizations are aware of the fact of conducting a need assessment for training their employees; yet most of the organizations fail to practice it. In large number of the smaller organizations, attending training is merely a luck factor where individuals are nominated for trainings only by the seniors. The individuals suffer from biased decision making. Thus, the training of an employee fails to achieve the desired result. The described technique has been a solution to the sample organizations. As out of the seventeen sample organizations, only nine were following a systematic form of “training need assessment whereas others were fully concentrating on training as a tool for motivation and fulfilling the industrial norms of 48 hours training for each employee.

Training Need Analysis is a type of a management system and forms the basis of training programs for future. Training Need Analysis is a type of process, where the techniques and tool used for analysis should be applied in a way that the Human Resource Development personnel is able to find and process the needs analysed. Beginning from the formation of a need analysis system and coming forward with the steps of need assessment procedure, the training dimensions must be constructed in a way that the HRD personnel can conduct systematic analysis. Among perceived hindrances of promoting the rate of return on training programs, Phillips (2007), aiming at TNA drawbacks, addressed the fact that proper needs analysis was not conducted in a great number of training courses, also many training courses were based on management requirements or just catering to industrial fashion. However, if training courses are not necessary for organizations, the effectiveness of the courses will reduce, and the ROI of the courses which are not needed shall be negative. Real obstacles are caused in a lot of training courses since needs assessments are not properly done in advance.

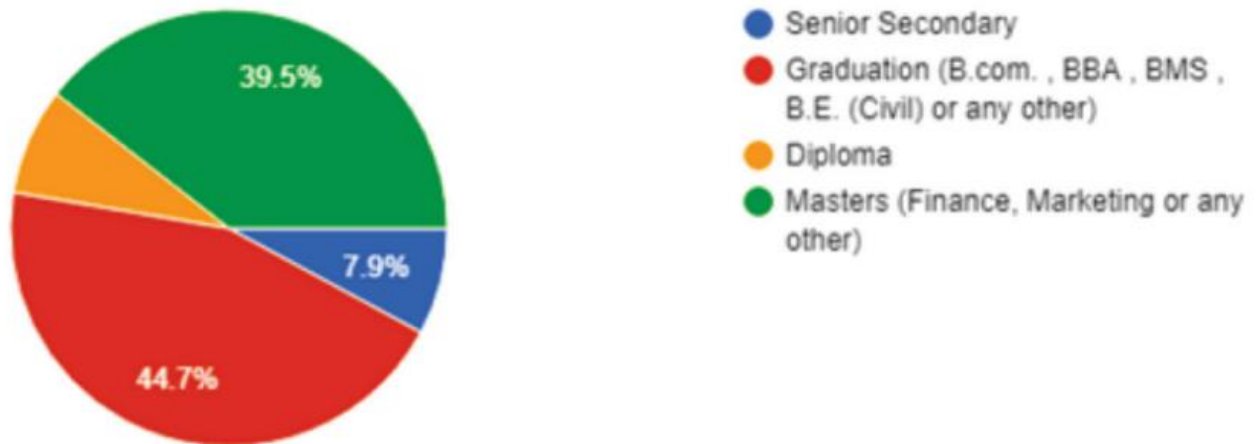
6.
**DATA ANALYSIS
AND
INTERPRETATION**

The findings are presented in graphical form. The questionnaire was circulated to around 50+ employees of the organization. The total number of respondents that responded in the stipulated time were 38. The data presented below is based on the responses of these 38 respondents. The analysis is as follows.

Figure 1



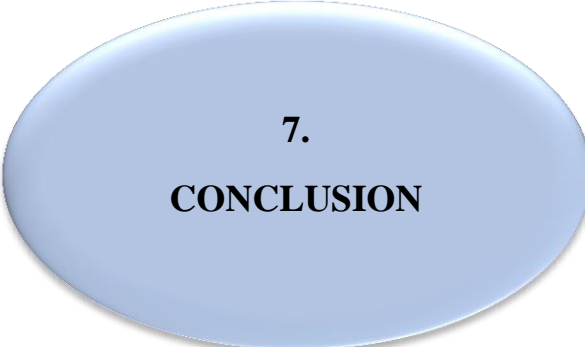
The employees were asked regarding their current age. This is because some of the training needs vary with the different age brackets. It was observed that 47.4% belonged to age bracket of 20-30 years. 44.7% of respondents were 30-40 years old. 5.3% of respondents were more than 40 years old and the rest i.e., 2.6% were less than 20 years of age.

Figure 2**Highest Educational Qualification:**

Respondents were asked regarding their highest educational qualification till date. This is because education can have a great impact on training needs of an individual and can vary from person to person. It was observed that 44.7% of the respondents were graduates. 39.5% of them had completed their masters in any of their respective fields. 7.9% of respondents had completed their senior secondary while rest 7.9% had done diploma courses in their respective fields.

- **Interpretation of the Findings:**

The general objective of this study was to determine the effects of training need analysis of the sales and marketing departments of the MOIL LTD. The specific objective of the study was determining the influence of communication, leadership, employees, has an impact on training need in sales and marketing of the MOIL LTD.



7.
CONCLUSION

CONCLUSION

- This study confirms that conducting training need in the MOIL LTD organization played a significant role in improving the performance of the employees as expected. Moreover, providing financial incentives and training had appeared as two key factors that had a positive impact on the employee's performance. This study also showed that excessive work load on the employees negatively impacted on their performance. The policy-makers should focus on the following aspects to improve the employees' performance:
- Necessary steps should be taken to provide adequate training to the employees as per the need and nature of the job. Training programs should be linked with the employees' promotions so that the training will help the employees to be motivated, which results in high performance. It is important to provide updated training materials to the employees free of cost or with a nominal charge.
- It is also important to select a training centre in a way so that the employees can have easy and frequent access to the centre. Necessary steps need to be taken to ensure that the training centre is well equipped with MOIL LTD. Several necessary monitoring systems need to be developed to select suitable employees to participate in the training as per the requirement of the specific training program without any nepotism, corruption, and discrimination in terms of gender, race, or locality.
- Flexible timing should be offered to impart the training programs so that employees can participate in the training programs without hampering their assigned work. Steps should also be taken to follow-up on the performance of the employees who received training through a structured format.
- An adequate amount of training allowances should be given to the employees to motivate them to participate in the future training programs. Training programs should have a mechanism to calculate Return on Investment (ROI). Once that sense of support, that foundation, is created, the result is limitless creativity.

- It was observed that there existed a significant need for training among employees in both technical as well as non-technical areas. One of the reasons can be the age bracket and experience of current employees. Majority of the respondents belonged to age group of 20-30 years with less than 3 years in the current organization.
- Since the company selected here is a growing company, hence with every new upcoming project the company hires new employees. As a result, the workforce majorly comprises people below 30 years of age and less than 3 years of work experience.

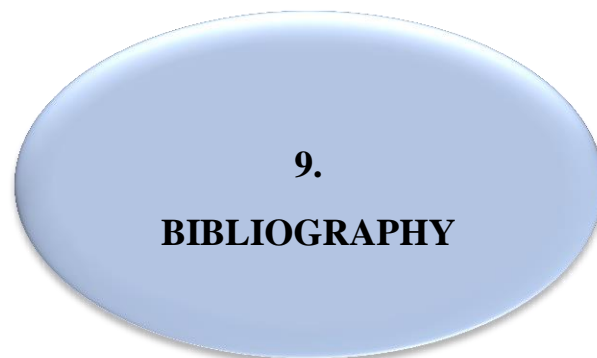


8.
RECOMMENDATIONS

RECOMMENDATIONS

- There is need for a continuous program of training for every individual to work as a member of an effective team and activate the potential to achieve the corporation's goal.
- It would be beneficial to the overall development of employees in the companies. If both the public and private companies establish their own training institute where modern training methods such as online training, overseas training and digital training program would follow for employees training and give importance to needs assessment before training programs.
- For effective training output the HR Department should provide the training to the workers with in their working hours.
- It would be imperative to maintain organized training staffs which are capable of performing all training functions including needs assessment analysis and evaluation.
- There is still found informal training need assessment procedure in companies. It could be most important to involve most of the training staff in needs assessment and evaluation and also could consider formal needs assessment procedure.
- Different organisations should always determine the training need that would be most suitable for the achievement organisational goals.
- The feedback analysis of employees training would be compared with need assessment analysis and its importance basis. Moreover, the effective cost -benefit analysis from this training program would put across the organization more accountable. As a result, it would convey a long- term positive outcomes for the improvement of training program.
- Different organisations should provide equal advancement opportunities to male and female employees, experienced and inexperienced employees, and junior and senior employees.

- Organisations should help female employees to have a balance between their responsibilities on the job and off the job, to bring their performance equal to male employees.
- The authority of both public and private companies should evaluate the training needs assessment in the companies with developed countries on a regular basis.
- The benefits of Training and Development methods must be utilized for practical purposes rather than they being used just to reflect it on paper.



9.
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Annexure

- 1) Which Division do you work in?
 - Research & Development**
 - Sales & Marketing**
 - Staffing & Recruitment**
 - Finance & Budgeting**

- 2) Do you have Line Management Responsibilities?
 - Yes**
 - No**

- 3) Please indicate how long you have worked at [Company].
 - Less than one year**
 - 1-2 years**
 - 3-4 years**
 - 5-10 years**
 - 10+ years**

- 4) How are you employed?
 - Full Time**
 - Part Time**

- 5) Have you received any initial training according to your job profile?
 - Yes**
 - No**
 - Maybe**

- 6) Areas of training required for better performance?
 - Communication skill**
 - Interpersonal skill**
 - Performance training**
 - Knowledge transfer**
 - Physical & psychological stress relief training**

THANKING YOU:

A Research Report By:

Shweta A. Katre:

BBA 3RD YEAR:

(For Academic Year 2021-2022)