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STAFFING

Question 3:

What are the advantages of training to the individual and to the organisation?

ANSWER:

Training is an important aspect of any organisation. It aims at building the skills and abilities of the individuals to perform a job. Training is an essential part of the job which attempts at improving the aptitude and knowledge of a person as per the job requirement. With the ever changing business environment, the complexity of the jobs has increased. Thereby, training has become all the more essential. The following are the highlighted benefits of training to the employee and the organisation.

Benefits to the Employee

(i) ***Better Career Opportunities***: Training enhances the skill and knowledge of the employees and thereby, helps in improving their career prospects.

(ii) ***Earn More***: By helping the individual to learn more it assist them to earn more. Training enhances the individuals understanding and knowledge. Thereby, it improves their efficiency and performance. As a result, it gives them a chance to earn more.

(iii) ***Less Accident Prone***: Training attempts to make the employees more adept and efficient in handling the machines. Jobs that require the employees to work with complex machines and in more accident-prone areas need to emphasise strongly on training and development, as it helps them in taking precautionary actions. Thus, it makes the employee less prone to accidents.

(iv) ***Self-Confidence***: Development and training direct the individuals to work more efficiently that in turn builds up required morale within the individuals. It increases their self-confidence and self-reliance thereby, contributing to higher job-satisfaction.

Benefits to the Organisation

(i) **Less Wastage**: Training is a concept that involves systematic learning of work. It is a more efficient way of learning than any hit and trial method. This leads to less wastage of time and money. Thereby, it helps in optimum utilisation of resources.

(ii) **Higher Profits**: By developing the individuals and making them more efficient, training enhances their productivity in work. Due to increase in both qualitative and quantitative productivity, the profits of the company rise.

(iii) **Managerial Efficiency**: Training prepares the employees to face new challenges in different situations. This helps them in building effective responses to various situations. Training also equips the future managers to take precautionary step in case of emergency.

(iv) **Reduced Absenteeism**: Effective training helps in boosting the morale of the employees. Thereby, it helps in reducing the rate of absenteeism and employee turnover.

Question 4:

The staffing function is performed by every manager and not necessarily by a separate department. Explain.

ANSWER:

Staffing refers to the function of finding the right people for the right job. It is an important aspect of management as it ensures that the right people with the needed qualifications are chosen for the work.

It ensures that the vacancies are filled and always remain occupied. Staffing involves various stages including recruitment through various sources, right selection out of the applicants, placement and orientation, training of the employees, etc. Managing the human element is a requisite function of any organisation as it serves the basis of the level of efficiency of the organisation. Thus, success of any organisation depends on how effectively this function can be performed and to what extent the productivity can be increased with efficient staffing. Nowadays, it is seen that organisations that are large in size, maintain a separate department for dealing with this function. This department is generally known as 'Human Resource Department'. Under this department, the various tasks of staffing are performed by specialised managers. Along with staffing they also take care of the labour grievances. Human resource management thus act as a link between the workers and the managers.

However, staffing does not necessarily require a separate department and rather, is a function to be performed by every manager himself. Staffing forms an essential part of management. Managers here play an important role as they make sure about the optimum utilisation of the manpower. It is their task to watch if there is any vacancy and also, if any extra manpower is

needed. Subsequently, they should work on how the recruitment has to be done, what qualifications are necessary for the applicants to apply for the job, and to what extent, training is necessary for that particular job. As managers are more closely related to the workers, they can work on the staffing process more efficiently. They can set the required qualifications for a particular job according to their need and work. For example, if a manager needs two subordinates to work under him then he'll be able to mention the requirements more clearly. Similarly, they can perform the task of recruiting the personnel more smoothly as they would know what kind of personnel he would require and through what source he can gather an efficient pool of applicants, may it be internal or external sources, depending on his needs. As the main seekers of the employees, they can carry out the selection process of the right candidate in the best possible manner. Along with this, managers can also perform other important aspects of staffing namely, appraisal, promotions and career planning.

Thus, it can be said that staffing function is performed by every manager and not necessarily by a separate department.

Question 1:

The workers of a factory are unable to work on new machines and always demand for help of supervisor. The Supervisor is overburdened with their frequent calls. Suggest the remedy.

ANSWER:

The workers can be provided training with regard to the use of machines. Training refers to the process of increasing the employees' capabilities and skills required for performance of their job. It would help the employees develop the skills required for the use of machinery and perform their task in a better manner. Training would help both the supervisor as well as the employees in the following manner.

1. With training the wastages of time as well as money would be reduced, thereby ensuring optimal utilisation of resources.
2. The burden of supervisor would be reduced.
3. Training would prepare the employees to face new challenges and enable them to respond to various situations effectively.
4. It would make the employees more adept efficient in handling machines and thereby, make them less prone to accidents.

Page No 175:

Question 2:

The workers of a factory remain idle because of lack of knowledge of hi-tech machines. Frequent visit of engineer is made which causes high overhead charges. How can this problem be removed.

ANSWER:

The above mentioned problem can be removed by providing off-the-job training to the workers. In this regard, **vestibule training** can be provided to the workers since the machines are hi-tech and sophisticated. The vestibule training will help in reducing the frequent visit of engineer and save the high overhead charges as in this type of training, dummy models of real working environment are created in classrooms outside the workplace. The trainees are made to work on the dummy machines and equipment, and only when they acquire adequate expertise in their use they are shifted to the actual workplace.

Question 3:

The quality of Production is not as per standards. On investigation it was observed that most of the workers were not fully aware of the proper operation of the machinery. What could be the way to improve the accuracy?

ANSWER:

The workers can be provided on-the-job training such as **apprenticeship training**. The employees can be put under a master worker who would guide them in the proper use of the machinery. The employees can work under the master worker for a pre-defined amount of time and then gradually move to do the task themselves under the supervision of the master workers. Once the employees complete the training they would be able to work with greater accuracy and efficiency.