

INDUCTION AND TRAINING :-INDUCTION /ORIENTATION :-

After the selection of employees for their respective jobs, the next function of personnel management is their induction or orientation. The new employee must be shown to his job, introduced to his fellow employees and supervisor and helped in making such personal adjustment as are necessary to his effective performance in the work team. If the number of new employees are large, the programme may involve special orientation sessions.

TRAINING :-

Training is the act of increasing knowledge and skill of an employee for doing a particular job.

Organising functional training programme for the staff and supervisory personnel of the Branch offices and Divisional offices according to the needs of the individual departments.

The following different types of training programmes practiced in Life Insurance Corporation.

1) Induction Training :-

It refers to the process of introducing the new employees to the organisation. It includes the activities involved in introducing the new employees to the existing employees and are made known to them of the policies, procedures, rules and regulations of the organisation.

2) Job Training :-

It refers to the instructions given by a supervisor to the new workers.

3) Promotion Training :-

When an existing employee is given training to meet the requirements of the higher post.

4) Refresher Training :-

This training is given to update the knowledge of the employees with respect to the latest developments.

Human Resource Development (HRD) appreciation seniors for all employees at least once in a year, and work plan and review (WPS) seminars are also conducted in this corporation.

The following are training centres for all types of Life Insurance Employees in India.

- 1) National Insurance Academy (NIA), Pune (for Divisional Manager's level).
- 2) Management Development Centre (M.D.C), Bombay (for Branch Managers, Administrative Officers, Asst. Administrative Officers).
- 3) Sales Training Centre (STC), (for Development Officers).
- 4) Zonal Training Centre (ZTC), (for Administrative Officers, Asst. Administrative Officers, High Grade Assistants).

The following table shows officers and employees trained during the year 1992-93.

TRAINING CENTRES	No. of Employees
1) Probation Assistants, Training conducted by P & IR Department, Divisional Officer, Raichur.	77
2) M.D.C. Bombay	20
3) N.I.A. Pune	03
4) Z.T.C. - AAO's	15
" AO's	04
" HGA's	06
	125

Source : Profile of Raichur Division (1993-94)

Above table shows 125 officers and employees trained during the year 1992-93, during this period 77 probation assistants, training conducted by personnel and industrial relation department, Divisional Officer, Raichur, Management Development Centre (M.D.C), Bombay, conducted training programme for 20 employees, National Insurance Academy (NIA), Pune, conducted training programme, 3 employees participated Zonal Training Centre (ZTC) also conducted training programme, 15 Asst. Administrative Officers, 4 Administrative Officers and 6 higher Grade Assistants.

The following table shows officers and employees trained during the year 1993-94.

CATEGORY	No. of trained employees
Asst. Divisional Managers	3
Branch Managers	1
Administrative Officers	5
Asst. Administrative Officers	21
Higher Grade Assistants	33
Assistants	13
Typist	5
Micro Processing Operator (MPO)	5
Cashiers	3
	89
TOTAL	89

Source : Profile of Raichur Division (1994-95)

During the year 1993-94, total 89 employees were trained from this division, out of 89, 3 Asst. Divisional managers, One Branch Managers, 5 Administrative Officers, 21 Asst. Administrative Officers, 33 Higher Grade Assistants, 13 Assistants, 5 Typists, 5 Micro Processing Operators and 3 Cashiers at different training centres.

The following table shows No. of employees trained during the year 1994-95.

TRAINING CENTRES	No. of employees Nominated	No. of employees Attended
NIA, Pune	05	04
MDC, Bombay	03	03
<u>Z T C</u>		
Class-I	13	13
Class-III, H.G.A.	34	31
TOTAL	55	51

Sources : Profile of Raichur Division (1995-96)

Above table shows, 55 employees nominated for training programme. But 51 employees attended at different training centres.

At NIA, Pune, 5 employees are nominated but 4 employees attended the training programme.

At MDC, Bombay, 3 employees are nominated and 3 employees attended.

At ZTC, 13 Class-I employees and 34 Class-III Higher Grade Assistants are nominated but 13 Class-I and 31 Class-III, Higher Grade Assistants attended.

The following table shows No. of employees trained during the year 1995-96.

Training Centres	No.of employees Nominated	No.of Employees Attended
NIA, Pune	06	05
MDC, Bombay	03	02
<u>Z T C</u>		
Class-I	17	16
Class-II -H.G.A.	42	41
	68	64
TOTAL	68	64

Sources : Profile of Raichur Division (1996-97)

Above table shows, 68 employees nominated for training programme but 64 employees attended at different training centre.

At NIA, Pune, 6 employees nominated but 5 employees attended.

At MDC, Bombay, 3 employees nominated but 2 employees attended.

At ZTC, 17 Class-I employees and 42 Class-III (H.G.A) nominated but 16 Class-I and 41 Class-III, H.G.A's attended.