

FACULTY OF JURIDICAL SCIENCES

Lecture-23



Separation

Separation of an employee exists when the service of an employee comes to an end because of one reason or other. Separation arises due to resignation; lay off, dismissal and retirement.

Types of separation

i) Resignation: when the employee himself initiates the separation then it is termed as separation. There are some resignation which are avoidable and others which are unavoidable. It is the responsibility of the management to look out the real reason of the resignation. In such a cases the exit interview is better to conduct to find out the reason of resignation.

ii) Lay off: lay off is generally done to reduce the financial burden of the organization by temporary removing the surplus employees. This is done due to inability of the employee to recruit them due to shortage of sufficient resources. Lay off results in a great loss to the organization as they had to suffer all the expenses of selection, placement and training.

iii) Dismissal: dismissal or discharge means separating the employee from the payroll due to unsatisfactory performance where the employee fails to perform his duties well and he is not properly skilled to perform his job or due to violation of organizational rules it means indiscipline, dishonesty. Whatever is the cause of dismissal but it should be done at the last stage.

iv) Retirement: number of separation in the organization happen due to retirement. There must be clear rules of retirement there may be compulsory retirement where an employee has to retire after attaining a particular age. Forced retirement means when a person is found guilty in the court of law or breaks any service agreement then has to retire forcibly irrespective of his age. Premature retirement means that the employee becomes disable to perform the job in that case he may be given the option to take retirement before his retirement age.

Training and Development

Training and development in Human Resource Management (HRM) refers to a system of educating employees within a company. It includes various tools, instructions, and activities designed to improve employee performance. It's an opportunity for employees to increase their knowledge and upgrade their skills.

Studies show that organizations engaged in employee development see increased sales and doubled profits double compared to organizations not committed to employee engagement. Dedicated training and development fosters employee engagement, and a more efficient, competitive, and engaged workforce is critical to your company's financial performance. Furthermore, 93% of employees will stay longer when a company invests in career development. Training and development helps companies gain and retain top talent, increase job satisfaction and morale, improve productivity and earn more profit. Additionally, businesses that have actively interested and dedicated employees see 41 percent lower absenteeism rates, and 17 percent higher productivity.

Training and development refers to educational activities within a company created to enhance the knowledge and skills of employees while providing information and instruction on how to better perform specific tasks.

Training means the process of increasing the knowledge and skills of an employee for doing a particular job. It seeks to improve the job performance and work behavior of those trained.

Training programmes may be conducted to achieve the following objectives:

- (i) To provide the necessary information to newly appointed employees so as to help them in getting adjusted to the jobs assigned to them.
- (ii) To bring about improvement in the performance of work, so as to bridge the gap between existing level and desired level of performance.
- (iii) To prepare employees for promotion to higher positions in the organization.
- (iv) To improve job satisfaction of employees and thereby minimize labour turnover and absenteeism.