**EFFECT OF TRAINING ON ORGANIZATIONAL GROWTH**

**LOKOJA MARCH, 2022**

Training increase organization productivity and boost staff morale. It reduces supervision cost. It reduces the rate of accident in human factor.

* Bridge the gap between the actual performance and expected performance
* Planned and conscious efforts towards increasing skills and attitude
* It prepares employees for higher responsibility
* Efficient and effective running of the organization
* For employees to withstand technological changes

**TRAINING AND DEVELOPMENT**

Training refers to the instructions provided to increase the knowledge and skill for the current job.

Development on the other hand has broader scope and aims at developing individual in all aspect.

Training aims at achieving immediate gains for the organization.

Development aim at achieving long-term needs of the organization.

Organization takes up executive development programmes to enhance the capabilities, potential and creative instinct of the managers enabling them to be more effective in performing various managerial goals.

Development programmes includes a course in Management Information System that helps the organization to develop into efficient one in the long run.Development programmes are meant for executives and supervisory staff only.

While training is meant for both management and staff.

Education is all about gaining theoretical knowledge in the classroom or any institution. Education teaches about the general concept conversely, education prepares a person for future job and challenges.

**WHAT IS ORGANIZATIONAL GOALS AND OBJECTIVES**

Organizational Goals are strategic objectives that a company’s management establishes to outline expected outcomes and guide employees’ efforts

Goals are the desired outcomes of the business activities objectives tend to be precise, measured actions, with time for completion.

**TYPES OF ORGANIZATIONAL GOALS**

* Strategic Goals
* Tactical Goals
* Operational Goals

Strategic Goals are set by and for top management of the organization e.g.overall Business Decisions

Tactical Goals are for middle managers to focus on the action necessary to achieve goals e.g. increase profits and market share

Operational Goals are for low-level managers to tackle short-term issues eg increase output by 10% is a suitable goal for lower level.

**THE JOHARI WINDOW**

|  |  |
| --- | --- |
| **OPEN ARENA**  You know  and Others  Know  **LARGER**  **IS BETTER** | **BLIND SPOT**  Others Know butYou  DON’T  **SMALLER IS BETTER** |
| **HIDDEN ARENA**  You know  BUT  Others Don’t  **SMALLER**  **IS BETTER** | **UNKOWNAREA**  Neither you  Nor Others  Knows  **SMALLER IS BETTER** |

KNOWN

TO OTHERS

NOT KNOWN TO OTHERS

The Johari window model is a simple technique that allows people to identify their strengths, weakness and blind spots.

The Exercisesis Illustrated Thus;

1. A participant selected a set number of adjectives froma list they feel best to describe themselves.
2. The participants then selects, from the same set of adjectives, characteristics that best describe another person(supervisor or report in this case) once the adjectives are selected, they are then placed into four buckets, or windows.

**Definition of Terms**

1. **Arena -**attributes that you selected for yourself, and other people also selected for you

-Typically a person’s most prevalent or obvious characteristics

- everyone knows that I an X….”

1. **Blind Spot-** attributes that others selected for you, but you did not select for yourself.

* Subconscious characteristics, or external perceptions that you don’t identify with
* I didn’t know that I amX….”

1. **Facade-** attributes that you selected for yourself, but others did not select for you.

* Characteristics that are not externally present or obvious.
* I feel like X….. but I don’t share that”

You don’t see x in one.

1. **Unknown -** attributes that neither you nor others selected for you

* Irrelevant characteristics
* I am not X……”

|  |  |
| --- | --- |
| ARENA | BLIND SPOT |
| FACADE | UNKNOWN |

KNOWN

TO OTHERS

NOT KNOWN TO OTHERS

**CLASS EXERCISE**

Complete personal JOHARI, window

This is what my Johari window looks like when completed by five people. The words written in uppercase were selected by more than three people.

**EXAMPLE**

|  |  |
| --- | --- |
| **ARENA**  Adaptable  Calm  Logical | **BLIND SPOT**  Able  Confident  Relaxed  Kind  Trustworthy  Dependable  Dignified  Helpful  Intelligent  Knowledgeable  Organized  Self-Assertive  Wise |
| **FACADE**  Idealistic  Searching  Sensible | **UNKOWN**  Accepting, Bold, Brave, Caring, Cheerful  Friendly, Powerful, Clever, Mature, Religious  Observant. |

**NEED FOR JOHARI WINDOW**

Johari window is one of the most useful tools for organizations to become successful and succeed over its competitors:

**Self-awareness:** it acts as a self-analysis tool. Thus, making oneselfaware of his strength, weakness, opportunity and threat by considering the views of others.

**Cordial relationship:** it helps to improve the interpersonal relations since everyone gets to know each other in a better way and each focus on self-improvement

**Improved communication:**Johari, window paves the way for open interaction and develop understanding among the managers and the subordinates.

**Team development:** strong team building is difficult if the team members are not familiar with each other.

**Personal development:** it provides scope for betterment since the blind area reveals those unknown facts to which are known to others but may have been ignored by himself e.g. attitude, habits, behavior which needs to be mended.

**Group dynamics:**johari window encourages open conversations and feedback within a group. This enhances group performance and develops a mutual understanding among the group members by eliminating the problem areas and misunderstanding.

**LEKE SUCCESS**

**LOKOJA MARCH, 2022**