

Studying the Effects of Job Training on Employees Efficiency: A Case Study of University Employees, Qom, Iran

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Abstract : Background: A review of manpower planning includes a training analysis based on job descriptions and job specifications which looks carefully at training from the points of view of the company, its various departments and personnel. This may show weaknesses in some departments and as a result, training is needed for the staff. Purpose: The aim of this research is to investigate the effects of training on employee's efficiency in different aspects of work. Methodology: This is a descriptive-survey study. Statistical population was 85 official employees of University of Qom, Iran. 70 of these individuals were selected on a statistical random sampling method using Morgan&Gorki table. The instrument used in this study was a questionnaire including 22 questions. Result: Findings in this study according to data analysis indicate that majority of respondents had positive attitude towards training programs, in the job or off the job. They believed that training programs promoted and enhanced their behavior positively which leads to high efficiency in their job. In fact, data support the main hypothesis that training has positive effects on job performance and efficiency. Conclusion: It is concluded from this study and other related researches that training (on the job and off the job) has positive and effective role in human development and labor as employee's efficiency. Employees get acquainted with different tasks of a job. Group co-operation, creativity and innovation will be enforced. Training leads to job skills, increasing knowledge and information about a job. It also increases technical and conceptual human skills, which are important in an organization. We can also mention workers' increasing positive motivation toward their job, enforcement of coordinating moral, their good human relations and good contact with clients.

Keywords : training, work efficiency, employee, human relation, job satisfaction

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