ACHIEVING PRODUCTIVITY IN THE WORKPLACE

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In order to have an effective and functioning organization, prioritization of its employees’ needs must be met. Through a comprehensive training and development for them, it will help the organization to produce a fruitful workplace and productive laborers which will give a huge impact to its development assets. To attain such achievement, there are three ways which is needed to implement: Formal Training and Employee Development, Knowledge Management and Informal Learning. These ways of learning are all part of the productive process and through this, an organization can easily cope up with the fast-paced and ever-changing set-up of the global standards.

A formal training and employee development are the provision of the company’s plan for its employees to enable learning on job-related competencies, knowledge and skills to take place. It is also an assessment and enhancement of their personality and abilities to help them prepare for future jobs. One example of this is conducting an on-boarding training for the newly hired staff to identify their abilities as an effective contributor to an organization. Another example of these are coaching and mentoring which both give advices and strategies to employees for their betterment and improvement. The other one which is knowledge improvement refers to the process of defining, structuring, retaining and sharing of knowledge within the organization. An example of this is the conduct of meetings and learning activity cell sessions to collaborate ideas with one another and to solve certain problems. Lastly, informal learning which is self-directed driven by one’s passion and motivation, refers to learning that is unstructured and away from the traditional learning setting. Examples of this are giving away tips to your co-workers, voluntary work of the conducted program by the organization and participation to gatherings in the workplace.
Formal training and development, knowledge management and informal training are all interconnected in reaching educational productivity as learning takes place along its processes. Without learning, an organization will be left behind and cannot adapt to change. In addition, all of these are essential to deliver high-quality products and services to its customers, clients, learners or stakeholders.

References:

https://managementhelp.org/training/methods/formal-and-informal-methods.htm