

Skills for the Workplace

Module Assignment Submission

Student Name:	Mijanur Rahman
Student Number:	1604573
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Introduction:

In an organization, having a good relationship between employee and organization has a significant effect which unfolds opportunities to meet the goals and objectives. Achieve organizational goals and objectives are the most vital thing in an organization where both organization and employee need to be effective in their own position. In this case, the organization provides various development programs to their employees so that employees become skilled to attain their goals. In this module important and benefits of the development program, organization's vehicles to find out development needs, development plan and various studies and theories related to development programs will be discussed. Here are selected organization to explain more effectively is Aquilla health and fitness club which is a UK based organization (Aquilla, 2018).

Assessing of organizational benefits for individual's development

Achieve goals: basically every organization has common goals which are set based on the capabilities of In an organization there have huge impacts of individuals and the development is depends on the skills of employees. To increase skills and competencies of employees every organization emphasizes on the development of individuals. In this case, individual's development refers to the improving skills and competencies of employees by providing various necessary things such as training, seminar, field work, practical training and so on. Individuals also become benefitted by improving themselves more competent in workplace where their capacity of work and productivity increased. In below discussed about the benefit of organization and individuals in term of ensuring individuals development.



Organizational benefits: benefits and advantages of organization are-

employees and total productivity of employees. In the sector there have great influence of individual's development. Individuals or employees of company are the key resources which need to utilize in better way and need to supervise them properly to achieve goals. For this reason, various companies arrange development programs and provide them necessary support. This helps organization to make good decision and set appropriate goals which could be achieved.

- Improve outcome: one of the goals of organization is to increase the outcome by using existing resources which help them to achieve their goal. Various development programs make employees more skilled and expert in their own work sector so that they can do their work properly in effective way. By these development programs employees also can know about the better ways of work and required needs for improving work. Besides this without skilled employees organization fails to achieve their goals because they cannot increase their outcome. On the other hand skilled employees are needed to improve productivity by various development programs (Beach, 2015).
- Increase profit: every organization wants to earn more profit from their business organization and maximizing their profit. In this case employee's skills development is very important. Organization can be benefitted by this development program and for this reason they give emphasis on potentiality of employees which increase the productivity as well as profit of organization. There also a condition for maximizing profit is increase productivity with low cost where individual's development has huge impact. So finally development of employee's skills and competency organization earn their expected profit.
- Uncover individual's potentials: in an organization each employees has different skills and eagerness in specific sector and they have hidden skills. By development programs organization can uncover the hidden skills of employees and provide them necessary support so employees can implement their talent in workplace and company can get some innovative ideas and tasks. In this sector organization provides training and other development program to identify the weaknesses of employees and work on that to reduce their weaknesses and employees can reduce their weaknesses through taking help from organization. In this case, organization also can identify the necessity of employees and

take steps to fulfill their needs. So ultimately by this way organization make a platform to Support and train the employee.



- Reduce error: to reduce the error in the time of operating business there have good impact of skilled and experienced employees who have good knowledge about his work place. Actually development program helps an employee to make good decision which is very much effective for the reduction of errors.
- Reduce employees shove off: promotional activities make employees comfort in their work which make them better in their work. When employees feel good in their workplace they can work properly and that make them satisfied with their work. They help each other within organization and make more productive in their work. Adjustment is an important matter for ensuring the long time working willing within work where if employees can adjust themselves with workplace then they eagerly want to work with organization. In this case, promotional and development activities help employees to comfort and adjusted with their workplace so they don't shove off the organization (Beach, 2015).

In above mentioned advantages are go to organization but besides these there have disadvantage of these promotional and development activities because it incur huge cost for cost. To manage and operate these development program and make employees skilled organization has to spent huge money and it also consume valuable time. For this reason every organization first should finding out needs and requirements of skills and provide promotional and development program based on those needs and expectations.

Benefits to individuals for individual's development:

Individual's development is beneficial for the organization and for this reason organization provides various development programs but there also have various benefits of individual's development to individuals or employees. In below gives different types of benefits to individuals which are-

- Own skills development: skilled employees have more demand in job market and that make more demanded in organization. Own skills development of employees makes them self-dependent in every sector of their workplace. Skills development make employees satisfied and they can complete their task easily which has very good impact on their career. One of the most important benefits of individual's development for employees is they can enrich their career through attending these programs. In present market there has higher demand for the skilled employees so in this case development program or individual's development is necessary their own development.
- Development of career: to make a good career there have good impacts of development and promotional activities which help to ensure better quality of work done by employees. by these program individuals become skilled and expert in their work sector which also increase confidence among them and they can implement their plan and work according to that. In present world the demand of expert employees increases significantly and for this when individual get various development programs their skilled increase and they can get better job with returns (McShane & Von Glinow, 2014).
- Good decision-making: decision-making is an important factor in terms of improving career and self-satisfaction. Sometimes employees have to take good decision in critical time which also help to set good mindset. Through development program employees take learning about mental and decision making strategies. This has very good impacts to reduce negative mindset to positive mindset and also helps to take positive decision making. Good decision-making is very much needed for the overcome critical situation and increase outcome which has good impact on their career.
- Good planning: planning is a key needed thing to become succeed in workplace and whole career. Employees who work at management level of organization has to make good planning along with organization rules and regulation which improves organizational outcome and organization provides various reward and bonus based on good performance.

- **Improve performance:** employees main duty is do their task properly and their job and salary varies based on their performance so here good performance ensures their good salary and reward. By taking training and other promotional program which increase their skills and competencies they can performance better in workplace.
- **Improve corporate culture:** by taking development programs and promotional activates employees can learn various important knowledge about corporate sector which improve their corporate culture. In corporate employees have to adjusted themselves with corporate culture which helps them to increase their productivity along with productivity of organization. During working in a corporate company they need to learn about corporate culture which build good corporate sense and subsequently they can take advantages of corporate culture and improve their career and professional skills (Morgan, Ziglio and Davies, 2010).
- **To deal with changes:** change is common phenomenon in organizational sector where organization has to deal with various changes which come overtime and all pressures go to employees. To overcome this changes employees face various problems and this is very difficult to overcome changes easily without taking any trainings and learning programs. So by taking promotional activities which ensure individual's development individual or employee can deal with any changes effectively.

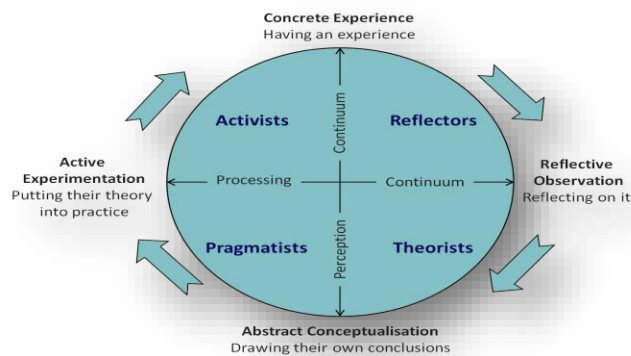
To ensure development in own career employees have to depend on their skills and development in accordance to needs and expectations of organization. In this case employee has to take part in various development program and increase participating in learning program which will improve their performance and capacity of work. To overcome the pressure of much work and other tension this type of development programs is very effective which teach them various things about good working ways and decision-making. Here employees can feel confusion and shy to participate in various development programs which are harmful for them, in this case organization should motivate employees to take part in promotional activities. There also have another problem which is organization can want improve career more than capacity and increasing productivity which make extra pressure on employees. This extra pressure can reluctant them from taking further development programs and promotional activities. To overcome these problems organization should provide appropriate strategies based on the capacity and interest of employees (Rouse, 2009).

Applicable theory:

There have various theories which help to improve learning of employees which are describe in below-

Honey and Mumford learning theory: this is an important and mostly used theory of learning processes which helps employees to take various developments and learning programs to help organization to achieve their goals and objectives. This theory consist of 4 components which are-

- i. Activist: activist is the employees who learn and increase development by learning by his own willing and effort. This type employee is very much effective to ensure their own



development through taking various development programs.

- ii. Reflector: by this way employees can learn from their superior and the program which are provided by the superior of organization. Employees can learn from other employees and superior

in organization through this way and this help them to do their task properly in effective way.

- iii. Theorist: by this way employees get some instruction based on theory and employees can learn through reading theory (Rouse, 2009).
- iv. Pragmatists: this is way of getting knowledge through practical work which basically employees taking from organizational aspect. This is based on the practical work and which are effective for the workplace.

Developing a plan to meet the identified development needs and expectations

Development program is vital component which need to improve the present condition to meet future needs. Basically every organization uses various resources where the outcome depends on the skills of employees and their performance. In this case organization should provide necessary courses of training, seminar and other promotional activities and consider these employees also need to increase their participation in development program to enhance their personal and professional skills. To find out the needs of individual's development and provide development in accordance to needs and expectations making good plan is very important.

Development plan:

In below provides some development plans which are effective for the identified needs of employees of Aquila health & fitness center, which are-

- Setting goals: setting goals combine with employees and company's needs and expectation help organization to find out the needs of employees regarding to the goals. Common goal can help both employees and Aquila health & fitness center to set their working and that case they find the necessary skills for employee's needs. Based on goals Aquila health & fitness center will provides development program which helps to achieve goals in better way.
- Prioritize: at first company set up the employees development needs and then they need to rearrange the needs based on prioritization where Aquila health & fitness center will arrange and provide development program on most important needs. Subsequently they provide the development program by serial based on priorities (Skills Development and Training in SMEs, 2013).
- Fixed deadline: every development program must need to have a certain time which will help company to manage time properly and they will spent more time to find out more needed development program. if development program consumes more time Aquila health & fitness center would face sort of time problem and they will fail concentrate on other problems and task. In this case Aquila health & fitness center need to take account of importance of employee's development and fixed time based on needs.
- Know strengths and opportunities: company like Aquila health & fitness center should emphasis on the positive side of development needs of individual and present required need of employees. In this case Aquila health & fitness center should invite expert and experienced personnel to conduct training so that they can easily understand the needs of employees and provide efficient training to employees (Agran et al., 2014).
- Find out weaknesses and threats: to meet a development needs and demands company need to consider the weaknesses and possible threats to company which can be threaten to company. In this case they can conduct SWOT analysis and find out their weaknesses and threats. These things will help to take decision about which type of developments are needed for employees. in this case Aquila health & fitness center will provide personal

development programs to overcome weaknesses and threats for further improvement of company.

- Take steps: after considering above things Aquila health & fitness center should take necessary steps to meet the needs of employee's development. In this case Aquila health & fitness center should consider SWOT analyses of employees where company will focus strengths and opportunities and take necessary steps to overcome the weaknesses and threats which can hamper total development program (Skowronek-Mielczarek, 2013). To overcome the weaknesses and threats and enhance strengths Aquila health & fitness center should provide both physical and mental support. In training season trainer should provide sufficient mental health support to employees.
- Assessment: at the final stage Aquila health & fitness center need to assess the overall development program by which company can understand the effectiveness of the arranging program.

So implementing this development plan Aquila health & fitness center can ensure effectiveness of their development programs.

Evaluating available development vehicles to development needs

The term development vehicles refer to the organizational steps to find out the employees needs which needed for their development and required skilled. By this way organization bring out necessary skills for the employees so that employees can do their task properly and meet organizational needs. Through development vehicles organization arranges various development programs and ensures participation of employees in development programs. By this way employees also get various learning program to enrich their knowledge about workplace. Employee can increase their personal and professional development through organization development vehicles. In case of Aquilla health and fitness center, they have various development vehicles which they implement to make their employees more competitive and skilled for do their work properly (Sung and Ashton, 2016). Existing development vehicles of Aquilla health and fitness center are describe in below-

Evaluating perfect framework for evaluating individual's development needs:

- 360 degree appraisal: organization first needs to know about the required development needs in order to ensure performance of organization and employees personal improvement and in this case Aquilla health and fitness center want to know about the necessary development for the employees. Employees also have to know about their necessary development program to ensure their improvement in performance. To know this properly Aquilla health and fitness center arrange various development programs and to find out the required skills and development of employees they follow 360 degree appraisal such as survey, interview taking from employees and collecting data from employees and evaluating the documents. By these ways Aquilla health and fitness center can easily know about the needs of employees such as by survey employees provide their opinion and express about their needed skills (Sung and Ashton, 2016).
- Mutual consultation: in organization having mutual relation between employees and organization are very much important because without mutual understanding they will fail to meet their goals. When there have good mutual understandings between Aquilla health and fitness center and employees they will know about each other demand and exception which will help to take good mutual decision. By mutual consultation Aquilla health and fitness center can know about the needs of employees and employees get a place where they can express their opinion. Basically in this case employees demand skills development program based on importance and their weaknesses to overcome weaknesses and fulfill organization demand (Sutherland, 2018).
- Reviewing incident: Employee's performance in organization and Aquilla health and fitness center take document about their performance review and based on this company can evaluate their performance. This performance and incident review help organization to understand the needs of employees. to make good planning about the development program needs for employees this documents about employees performance and incident which occurred company is very effective. In Aquilla health and fitness center they give importance on the physical exercise of employees to hold good fitness which will help Aquilla health and fitness center to ensure good performance and they provide various important types information in training season. Actually in

incident review sector Aquilla health and fitness center assess negative incident which hampered their employee's regular work and take steps on this. For example, an employee who are not careful about fitness and do not take regular exercise have lack of fitness and he could not attend office regularly. To overcome this bad impacts in training season trainer give important on exercise and provide practical training.

- Practical review: practical review is an important way of collecting appropriate data from employees to meet their required skills needs. Aquilla health and fitness center follow this criteria to know about the needs of employees skills. To review the needs of employees practically Aquilla health and fitness center first make a good questionnaire in related to the performance of employees and collect data through questionnaire. After evaluating the data Aquilla health and fitness center find out weaknesses and required skills which needed to ensure personal development of employees.
- Making good communication within organization: Communication is the best way to know each other needs and expectation and in this case Aquilla health and fitness center ensure good communication system within organization, where employee can provides their information to company, company can know about the development programs need for their employees. By communicating both employees and Aquilla health and fitness center interact each other which helps to make good relationship between them and they can express their needs and expectations.
- Provide friendly environment: good relationship between Aquilla health and fitness center and employees make a good friendly environment where they can express their opinion without any hesitation. In this case Aquilla health and fitness center make friendly environment within organization and they maintain good relation with employees. Basically Aquilla health and fitness center try to provider mental support to their employees through providing training on mental ability, mental learning season and so on.

In above mentioned available development vehicles help Aquilla health and fitness center to arrange more effective development program which have great impact on the development of organization.

Applicable theories:

There are various theories which are related to the individual's development programs, some of those are-

Dawn Lennon thoughts: Dawn Lennon provides good theories which are effective for the development programs of employees. He provides his thinking in his book 'Big Picture Dawn Lennon' where he described about the ways of fulfilling the needs of employees. He states that there is a need to have a good communication system, better interaction system and common relation among employees. In this case, employees need to be careful about their responsibilities and reduce error, and the company should provide necessary support to overcome these problems. In Aquila Health and Fitness Center, this has a good impact and they consider factors which are stated by Dawn Lennon (Sutherland, 2018).

Harrison solution tools: Harrison provides various solutions which have an effective impact on reducing error and meeting the needs and expectations of employees' skills. He provides some tools which are helpful for developing the employees' skills. He gives some recommendations to ensure better personal development which are needed for the improvement of skills such as improving working culture within the organization, making good dialogue between the company and employees and so on.

These theories make it easier to find out the specific needs for employees which should be provided by the company and Aquila Health and Fitness Center follows it in their organization which has a good impact on their organization.

Evidence of wide reading, research and academic theories

There have great impact of reading, research and academic theories on the development program which already have discussed in previous. In below describes the evidences which support above discussion-



Research: various researches show that there has good impact of development programs on the development of individual's skills and competencies. Rouse (2009) stated that to increase the skills of employees development program plays most vital role and it helps to enhance employee's skills and competences. In organization the development is depends on the skills of employees and in this case without improving the skills and competencies of employees further improvement is impossible. On the other to increase the skills of employees there need to provide various development programs. In this case training season is most effective and other promotional activities help to increase skills of employees. These things are supported by every research and study that is conducted (Wildflower and Brennan, 2011).

Academic theories: there have many academic theories in related to the impact of development program on developing skills and needs of employees which helps company to achieve goals. Some of theories are-

Training model: this model is based on the impact of training season on individual's development of skills. To overcome the weakness and enhance strengthens training plays vital role.

- Analysis: to know about the impact of training which is given to employee's analysis is needed and it helps to take further steps based on analytical research.
- Design: designing also very important for the making development program more successful and effective. In this case company should make development program design considering time duration of program, types of program and so on.
- Improvement: at this stage training program are set in accordance with the needs of employees skills. This helps trainer to trained expected training.
- Application: in this stage the training season is applied at workplace and employees get training from organization.
- Assessment: this is the final stage where company conduct assessment program to evaluate the effectiveness of training season. If the result becomes satisfactory then the season has done with successful and company will turn of training season.

Performance agreement model: to make development program more effective these program has significant effect where stated that employees make agreement to company about reward based on his performance. Under this agreement employees are responsible for improving their skills to perform their duty properly and for this reason they have to attend various development program (Yaeger, 2010).

So here it has seen that various theories and research show impact of development program where every of these show good effect of development programs.

Conclusion:

So it has seen that to meet the goals and objectives and improving working skills, development program is inevitable. In this case employee has to take part in various development programs and increase participation in learning program which will improve their performance and capacity of work. In this case organization need to gives necessary programs of training, seminar and other promotional activities and consider these employees also need to increase their participation in development program to enhance their personal and professional skills and competencies. In above important and benefits of development program, organization's vehicles to find out development needs, development plan and various studies and theories in related to development program have been illustrated.

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