# TRAINING FOR STATE CIVIL SERVICES

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- Training means the process 'to train' an animal or human being for a specific purpose.
- Michael Jucius defines training as "a process by which the aptitudes, skills and abilities of employees to perform specific jobs, are increased". According to Flippo- "Training is the act of increasing the knowledge and skills of an employee for doing a particular job".
- Training enhances three aspects-
- Knowledge
- -Skill
- Attitude

### INTRODUCTION

- The concept of welfare/administrative/ democratic modern state requires well trained, committed and responsive civil servants.
- Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective, and safe manner. Training (a performance improvement tool) is needed when employees are not performing up to a certain standard or at an expected level of performance. The difference between actual the actual level of job performance and the expected level of job performance indicates a need for training. The identification of training needs is the first step in a uniform method of instructional design. (Popularly known as TNA).

### CONTD.-

- Adaptability
- Analytical Skills
- Action Orientation
- Job Knowledge/Acumen
- Coaching/Employee Development
- Communication
- Customer Focus and Public Relations
- Decision Making
- Fiscal Management
- Global Perspective
- Innovation
- Interpersonal Skills
- Leadership

# ASPECTS OR OBJECTIVES ACHIEVED BY THE TRAINING

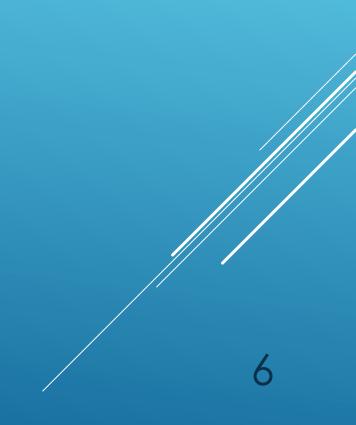
- Establishing Objectives of the Service and Organization
- Risk Management
- Persuasion and Influence
- Planning
- Problem Solving
- Project Management
- Results Orientation
- Self-Management
- Teamwork
- Technology

# CONTD.-



- > There are so many types of training . Some of these are-
- Pre Service training
- Induction training
- Orientation training
- On-the –job training
- In –service training
- Refresher training
- Professional or Vocational training
- Vestibule/circular/technical/soft skill training etc----

# TYPES OF TRAINING



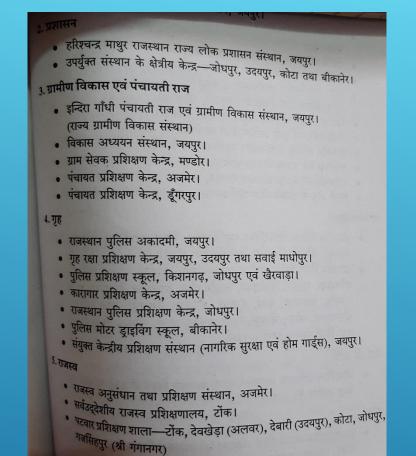
#### There are so many tools and techniques used for training. Some popular and widely used tools are-

- > Instructor-led classroom training or lecture method.
- Interactive methods.
- ▶ Hands-on training.
- Computer-based and e-learning training or online tools.
- > Video training.
- Coaching and mentoring.
- > Demonstration .
- Simulation.
- ► Role play.
- Analysis of a Case Study.
- > Problem solving, buzz, group work or group discussion.

### TOOLS AND TECHNIQUES

- In Rajasthan there are about 100 types of state departmental services.
- Some are professional in nature like- Medical and Health, School Education, Agriculture, Engineering etc. where pre - trained persons are recruited.
- Some services like RAS, RPS or RAcS are working on postrecruited training process.
- State government provides basic or fundamental and on0the job training to the newly recruited employees through its various institutes.

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### SOME TRAINING INSTITUTES IN RAJASTHAN

- Harish Chander Mathur Rajasthan State Institute of Public Administration (HCMRIPA) is the premier institute which imparts training to most of the state civil services.
- Induction Training(institutional) for RAS officers is divided in three phases-
- Foundation training phase-I = 8 weeks
- Field or practical training = 39 weeks
- Institutional training Phase-II= 5 weeks

( please go through my book 'Bharat mein Rajya Prashasan' for detail study).

# TRAINING FOR RAS OFFICERS