Internship Report
on
Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery

Submitted by:
Md. Rafiqul Alam Shanto
ID: BBA2101022014
Program: Bachelor of Business Administration (BBA)
Major: Human Resource Management (HRM)
Semester: Spring-2025

Submitted to:
Department of Business Administration
Sonargaon University (SU)
Submitted for the partial fulfillment of the degree of
Bachelor of Business Administration (BBA)

Sonargaon University (SU)
147/I, Green Road, Tejgaon, Dhaka-1215, Bangladesh.

Date of Submission: April 28, 2025

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Submitted to:
Md. Rasel Hawlader
Assistant Professor
Department of Business Administration
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Sonargaon University (SU)
147/I, Green Road, Tejgaon, Dhaka-1215, Bangladesh.

Date of Submission: April 28, 2025

Letter of Transmittal

April 28, 2025

To,
Md. Rasel Hawlader
Assistant Professor
Department of Business Administration
Sonargaon University (SU), Dhaka.

Subject: **Submission of Report on "Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery"**

Dear Sir,
With due respect and honor, I would like to inform you that, I have successfully completed the requirements to entitle myself for the report, which is a mandatory requirement to completion of the BBA program. This is a great pleasure for me to submit the report on, **"Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery"**. Here I gathered what I believe the most completed information available. I believe that it will provide a clear scenario of the HRM polices of the prominent bakery institution Asian Live Bakery in Bangladesh.

This report is all about to synchronize my theoretical learning from BBA program with the real corporate world. I attempted my every move to go through all the necessary materials, documents, guidelines, and other subsequent reports which fulfill the requirements of this report I have placed my most effort on preparing this term paper and tried to leave no stone unturned to make the report a vivid and comprehensive one despite a lot of limitations. I sincerely believe that it will serve the required purposes. I will always be obliged to furnish any clarification regarding this paper, if required.

I humble request you to accept this report for your kind evaluation.

Kind regards,
Very truly yours,

Md. Rafiqul Alam Shanto
ID: BBA2101022014
Department of Business Administration
Sonargaon University (SU)

Letter of Authorization

I, Mr. Md. Rasel Hawlader, Assistant Professor, Department of Business Administration, Sonargaon University (SU) hereby certify that the Report work entitled as **"Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery"** has been prepared by **Md. Rafiqul Alam Shanto, ID: BBA2101022014**, Department of Business Administration, Sonargaon University (SU) and submitted as a requirement for the partial fulfillment for the degree of the Bachelor of Business Administration (BBA) with major in HRM. To the best of my knowledge, the above-mentioned work has been conducted by the student herself. Any option and/or suggestion made in this study are entirely that of the author of this report.

The report is an original work and prepared as a partial requirement of the degree the Bachelor of Business Administration (BBA).

_____

Md. Rasel Hawlader
Assistant Professor
Department of Business Administration
Sonargaon University (SU)

Student's Declaration

This is Md. Rafiqul Alam Shanto, a student of Bachelor of Business Administration (BBA), ID: BBA2101022014 from Sonargaon University (SU) would like to solemnly declaration here that this report on **"Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery"** has been authentically prepared by me under supervisor of Md. Rasel Hawlader, Assistant Professor, Department of Business Administration, Sonargaon University.

I didn't breach any copyright act intonationally. I am further declaring that I did not submit this report anywhere for awarding any degree, diploma, or certificate.

Sincerely Yours,

_____

Md. Rafiqul Alam Shanto
ID: BBA2101022014
Major: HRM
Semester: Spring-2025
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Sonargaon University (SU)

Acknowledgement

First and foremost, I would like to express my sincere gratitude to my supervisor, Md. Rasel Hawlader, Assistant Professor, Department of Business Administration, Sonargaon University (SU), for his invaluable guidance, support, and encouragement throughout the preparation of this report. His insights and expertise in the field of Human Resource Management have greatly enriched my understanding and enabled me to complete this case study on the **"Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery".**

I would also like to extend my appreciation to the faculty members of the Department of Business Administration at Sonargaon University for their continuous support and dedication to fostering an environment of learning and growth. My sincere thanks go to Bitopi Group for allowing me access to information that has been vital to the successful completion of this study.

Finally, I am deeply grateful to my family, friends, and classmates for their encouragement, motivation, and assistance throughout this journey. Their support has been instrumental in helping me focus and complete this work.

Sincerely,

Md. Rafiqul Alam Shanto
ID: BBA2101022014
Major: HRM
Semester: Spring-2025
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Executive Summary

This report, ***"Training and Development Practices in Bangladesh: A Case Study on Asian Live Bakery"*** provides a comprehensive analysis of the strategies and practices employed by Asian Live Bakery in training and developing employees within the competitive business environment of Bangladesh. The primary aim of this study is to explore how Asian Live Bakery's training and development process aligns with best practices in Human Resource Management and contributes to the organization's success. Through this study, data was collected via interviews with HR personnel, review of organizational documents, and relevant literature on training and development processes. The analysis highlights the key steps Asian Live Bakery undertakes to train and develop newly joined candidates, such as Assessment, Designing the training program, on the job training, off the job training, continuous development process. This report also examines the effectiveness of these steps and the challenges the organization faces, such as training the employees and maintaining continuous development process. The findings reveal that Asian Bakery's training process is strategically designed to support the company's objectives and enhance employee satisfaction. However, there are areas for potential improvement, such as further digitizing the training process. In conclusion, the study provides insights into how effective training and development practices can strengthen an organization's competitive position and recommends ways for Asian Live Bakery to refine its approach further to address emerging challenges. This case study can serve as a valuable resource for other organizations in Bangladesh looking to improve their own training practices.

Table Of Contents		
Sl No.	**Name of Contents**	**Page No.**
	Letter of Transmittal	I
	Letter of Authorization/Certificate of Supervisor	II
	Student's Declaration	III
	Acknowledgement	IV
	Executive Summary	V
	Table of Contents	VI
❖	**Chapter One: Introduction**	**1-4**
1.1	Introduction	2
1.2	Objectives of the Study	2
1.3	Methodology of the Study	3
1.4	Limitations of the Study	4
❖	**Chapter Two: Literature Review**	**5-7**
2.1	Literature Review	6
❖	**Chapter Three: Profile of the Organization**	**8-16**
3.1	Overview	9
3.2	Vision of Asian Live Bakery	10
3.3	Misson of Asian Live Bakery	10
3.4	Objectives of Asian Live Bakery	11
3.5	Board of Directors of Asian Live Bakery	11
3.6	Registered Office of Asian Live Bakery	12
3.7	Functions of Asian Live Bakery	12
3.8	Industries of Asian Live Bakery	12
3.9	Strengths	13
3.10	Weaknesses	14
3.11	Opportunities	15
3.12	Threats	16
❖	**Chapter Four: Internship Responsibilities**	**17-20**
4.1	Internship Responsibilities in Asian Live Bakery	18
4.2	Job Responsibilities in Asian Live Bakery	19
❖	**Chapter Five: Analysis of the Study**	**21-29**
5.1	Training and Development practices of Asian Live Bakery	22
5.2	Objectives of Training and Development in Asian Live Bakery	22
5.3	Steps in Training and Development process of Asian Live Bakery	22
5.4	Training Methods followed by Asian Live Bakery	24
5.5	Training provided by the Asian Live Bakery	24
❖	**Chapter Six: Findings**	**30-31**
6.1	Findings	31
❖	**Chapter Seven: Recommendation & Conclusion**	**32-34**
7.1	Recommendations	33
7.2	Conclusion	34
	Bibliography	35

Chapter: One
Introduction

1.1 Introduction

In the Human Resource Management (HRM) cycle as well as in any organization, the training and development system plays an important and vital role in achieving organizational mission and vision, goals and objectives. Organizations today consider the HR department as the critical source of making development amongst the employees to lead the organization to success.

This report delves into the comprehensive Training and Development program implemented within our esteemed company. By exploring the various facets of our T&D strategy, we aim to showcase the significant role it plays in nurturing talent, enhancing employee capabilities, and ultimately contributing to the achievement of our organizational goals.

The primary objective of this report is to provide an insightful overview of our company's T&D initiatives, including the methodologies, tools, and resources used to facilitate learning and skill development. By sharing real-world examples and success stories, we aim to demonstrate the positive impact of our T&D efforts on individual career growth, team collaboration, and overall organizational performance.

As an integral part of the T&D team, I had the unique opportunity to witness firsthand the careful planning, execution, and evaluation of our training programs. Throughout this report, I will draw on my experiences and observations to provide a comprehensive analysis of our company's commitment to fostering a culture of continuous learning and development.

By investing in our employees' growth and professional development, our company acknowledges the significance of cultivating a workforce equipped with the latest industry knowledge, technical expertise, and leadership capabilities. Furthermore, our T&D program aims to ensure that our employees remain engaged, motivated, and empowered to take on new challenges and embrace opportunities for personal and professional advancement.

1.2 Objectives of the Study

Every research work is conducted to achieve specific objectives, which guide its direction and purpose. The primary objective of this report is to fulfill the requirements of the report. This report has been prepared as part of the Human Resource Management course, which is an essential component of the BBA program at Sonargaon University (SU).
The objective of this report there are two types of objectives:

- General Objective
- Specific Objectives

General Objective

The general objective of this study is to gain an in-depth understanding of the 'Training and Development practices' at Asian Live Bakery.

Specific Objectives

The principal objective of training and development division is to ensure the availability of a skilled and willing workforce to an organization. In addition to that, there are more others objectives:

There are other supportive objectives are as follows:

- To identify the training and development practices in organization
- To know the objective of the training and development of the organization
- To identify the training method of the organization
- To know the opinion of the employee regarding training and development program of the organization
- To identify the problems of training and development of the organization.
- To suggest some possible recommendations to overcome the problem relating to training and development of the organization
- To know the methods of identifying training needs

1.3 Methodology of the Study

The research methodology follows a systematic approach from the beginning of the topic to the end of the report extension. The most common part of the methodology was the collection, analysis, presentation, interpretation and classification of information in a way that identified main points. The research was conducted from January, 2025 to April, 2025.

Data Source

The information and data for this report have been collected from both primary and secondary sources, with a greater emphasis on secondary sources to provide comprehensive insights.

Primary Sources

Primary sources are those that provide firsthand data, which have not been used elsewhere and are presented here for the first time. Data collected through these sources includes:

- Practical desk work
- Face-to-face conversations with owner
- Direct observation
- Face-to-face conversations with clients

Secondary Sources

Secondary sources refer to information that already exists and has been previously used. Various journals, books, and data from websites were utilized as secondary sources. The theoretical and practical information gathered from these sources includes:

- Books and manuals
- Journals
- Publications
- Websites

In addition, I have incorporated my own practical experience gained during the report work and insights learned from my university studies.

1.4 Limitations of the Study

While this report aims to provide an in-depth analysis of the training and development practices at Asian Live Bakery, certain limitations impacted the comprehensiveness and conclusiveness of the study. This report relies on information gathered from personal interviews, discussions, and secondary data sources, which may introduce some degree of bias. Often, individuals tend to highlight positive aspects of their work while attributing challenges to other departments, which could affect the objectivity of the findings.

Additionally, the study is based on observations from a limited number of departments and employees within Asian Live Bakery, which restricts the generalizability of the conclusions for the entire organization. Due to time constraints and company policies on confidentiality, access to detailed information from all departments was not possible. The specific limitations encountered during the study are as follows:

1. The data and information related to the training and development process were not readily accessible.
2. The study faced challenges due to limited data availability, impacting the depth of analysis.
3. Inexperience in conducting such studies may have affected the success of the data collection and analysis.
4. Limited access to more practical and contemporary data posed another constraint.
5. Some interviewees were hesitant or unwilling to provide detailed responses, affecting the quality of insights gathered.
6. There was a shortage of young, energetic, and highly knowledgeable staff to provide detailed information.
7. Time constraints restricted a more comprehensive investigation.
8. Limited experience in studying corporate processes impacted the analysis.
9. Insufficient knowledge about certain operational aspects of HR activities posed a challenge.
10. A shortage of updated data limited the depth of the findings.
11. Time was a major limitation or factor while preparing the report.

Despite these limitations, this report aims to provide a reliable overview of Asian Live Bakery's training and development process, offering valuable insights and recommendations for potential improvements.

Chapter: Two
Literature Review

2.1 Literature Review

Training and development (T&D) play a vital role in the growth and success of organizations across various sectors. Numerous studies have explored different aspects of T&D, offering insights into its effectiveness, design, and impact on organizational outcomes. This literature review synthesizes the findings from several studies that analyze the impact of training and development on individual, team, organizational, and societal level.

Arthur Jr., et al. (2003) reported that review is a meta-analysis of 335 studies that examined the effectiveness of training in organizations across various outcomes, such as reactions, learning, behavior, and results. The authors analyzed the impact of different design and evaluation features of training programs, such as the type of training (e.g. cognitive, behavioral), the method of delivery (e.g. classroom, computer), the level of evaluation (e.g. reaction, learning), and the criteria used to measure effectiveness (e.g., self-report, objective). They found that training programs were generally effective, but their effectiveness varied depending on these features.

Bell, B. S., & Kozlowski, S. W. (2008) reported that review explores the concept of active learning, which refers to the extent to which learners are actively involved in the learning process through self-regulation, feedback seeking, and goal setting. The authors propose a theoretical model that links active learning to four core training design elements: learner control, error framing, feedback, and practice. They review the empirical evidence that supports their model and demonstrate how active learning enhances learning outcomes and adaptability in dynamic and complex environments.

Blume B.D., et al. (2010) found out that review is another meta-analysis of 89 studies that investigated the transfer of training in organizations across different types of outcomes, such as declarative knowledge, procedural knowledge, and retention. The authors examined the influence of various factors on transfer of training, such as the characteristics of the trainees (e.g. ability, motivation), the training design (e.g., behavior modelling, error management), and the work environment (e.g., supervisor support, peer support). They found that these factors had significant and differential effects on transfer of training.

Brown K.G., & Sitzmann T. (2011) found that review provides a comprehensive summary of the current trends and issues in training and employee development research and practice. The authors cover various topics, such as the strategic role of training and development in organizations, the challenges and opportunities of technology-based learning, the best practices and innovations in training design, delivery, and evaluation, and the future directions and implications of training and development for individuals, teams, organizations, and society.

Burke, L. A., & Hutchins, H. M. (2007) revealed that review focuses on one of the most critical issues in training and development: training transfer. Training transfer refers to the extent to which the knowledge, skills, and attitudes acquired in training are applied on the job

and enhance performance. The authors integrate the existing theories and models of training transfer and identify the factors that influence it at three levels: individual (e.g., motivation, self-efficacy), training (e.g., content relevance, feedback), and organizational (e.g., support, climate). They also suggest directions for future research and practice to improve training transfer outcomes.

Kraiger, K., et al. (1993) explained that review introduces a new framework for evaluating training programs based on three types of learning outcomes: cognitive (knowledge), skill-based (skill), and affective (attitude). The authors argue that traditional methods of training evaluation, such as pretest-posttest designs and reaction measures, are inadequate and inappropriate for assessing these outcomes. They propose alternative methods and criteria for each type of outcome, such as cognitive strategies, skill demonstration, and attitude change. They also discuss the implications of their framework for training design and delivery.

Noe, R. A., et al. (2014) explored that review examines how technology has transformed the way people learn and how organizations can leverage it to enhance their training and development programs. The authors discuss the benefits and challenges of technology-based learning, such as increased accessibility, flexibility, engagement, feedback, and collaboration, as well as potential issues such as distraction, isolation, overload, and lack of transfer. They also provide recommendations for designing effective technology-based learning interventions that align with the learners' needs, preferences, and goals.

Salas, E., et al. (2012) reviews that translate the scientific principles and findings of training and development research into practical implications for practitioners. The authors propose a framework that guides the design, implementation, and evaluation of training and development programs based on four key elements: learning outcomes (what to train), design (how to train), delivery (who will train), and evaluation (how to measure). They also highlight the best practices and common pitfalls for each element based on the current state-of-the-art knowledge.

Tharenou, P., et al. (2007) revealed that review examines the relationship between training and organizational-level outcomes, such as productivity, profitability, and customer satisfaction. The authors review and critique the existing empirical studies on this topic, which are mostly based on the Kirkpatrick model of training evaluation. They identify the methodological and conceptual limitations of these studies, such as the lack of rigorous designs, the use of inappropriate measures, and the neglect of contextual factors. They also suggest directions for future research and practice to enhance the validity and utility of training evaluation at the organizational level.

Training and development are essential for any organization that wants to improve its performance, retain its talent, and stay competitive in the market. A literature review is a systematic analysis of the existing research on a topic, which helps to identify the gaps, strengths, and limitations of the current knowledge. In this blog post, we will present the top ten literature reviews on training and development, based on their relevance, quality, and impact.

Chapter: Three
Profile of the Organization

3.1 Overview

Asian Live Bakery is a pioneering bakery enterprise in Bangladesh, dedicated to enriching everyday life through artisanal baked goods crafted with passion, innovation, and a commitment to sustainability. Renowned for its fusion of traditional recipes and modern culinary techniques, Asian Live Bakery operates across the bakery, café, and catering sectors, delivering freshness and quality to customers areawide. With a focus on ethical sourcing and eco-conscious practices, the brand has become synonymous with trust, creativity, and community-driven values.

Established in 2024, Asian Live Bakery began as a humble neighborhood bakery and has since blossomed into a beloved household name. Its growth stems from relentless innovation, such as introducing organic ingredients, gluten-free options, and eco-friendly packaging, alongside a dedication to customer delight. By prioritizing farm-to-table partnerships with local farmers, Asian Live Bakery supports rural economies while ensuring traceability and freshness in every product-from sourdough loaf to decadent celebration cakes.

Despite challenges like fluctuating supply chains and intense market competition, Asian Live Bakery thrives through agile adaptation, employee empowerment, and community engagement. The company invests in training programs for underserved youth, fostering skilled bakers and pastry chefs, and runs initiatives like "Bread for All," donating surplus goods to food-insecure communities.

Company Profile

Head Office: Dakkhingaon, Sabujbagh, Bashabo, Dhaka, Bangladesh.
Phone: 01937596175
E-mail: shantorony73287489@gmail.com
Chairman: Md Sirajul Islam
Managing Director: Md Sirajul Islam
Dy. Managing Director: Md Rafiqul Alam Shanto
Contact Person: Md Jummon Seikh (Managing Director)
E- Mail: Emanbakery21@gmail.com
Year of Establishment: 2024
Production Capacity/Monthly: 1000000
Total Turnover: 250000
No. of Workers: 10 Persons Main Product: All kinds of Bread, Special Cake, Birthday Cake, All kind of Premium Biscuits and so on.
Main Market: Nandipara, Dhaka-1214.

Chairman: Md. Sirajul Islam

Md. Sirajul Islam, born on January 31, 1960, is a visionary business leader with a reputation for driving growth in the Bakery sector. As Chairman and Managing Director of Asian Live Bakery, Siraj has led the company to its current position among Bangladesh's top Bakery

Organisations. He is also actively involved in business and social organizations, holding memberships in the Bangladesh Bakery Owners Association. Siraj was born into a respected Muslim family in Dhaka, completed his early education at Madartek Abdul Aziz school, and later graduated with a Bachelor's in Business from Dhaka University. He also completed his Master of Business Administration (MBA) in Dhaka University then he establishes a business in Dhaka.

3.2 Vision of Asian Live Bakery

Asian Live Bakery envisions itself as a leader in Bangladesh's bread and bakery organizations committed to sustainable development and societal progress. Its vision is to foster a culture where businesses of all sizes can thrive, recognizing that the growth of one business contributes to the larger economic and social ecosystem.

The company's vision reflects its dedication to enhancing the lives of its stakeholders, investors, employees, and society — by creating opportunities for economic growth, ethical practices, and innovation. Asian Live Bakery sees its business as a means to elevate the material and social well-being of all associated, helping to accumulate wealth responsibly and ethically. Asian Live Bakery's vision statement is:

***"We envision baking as a pathway to nourish communities, foster joy, and cultivate shared prosperity for customers, employees, and partners, while creating sustainable value through artisanal craftsmanship, ethical sourcing, and a commitment to social and environmental stewardship." ***

This vision underscores Asian Live Bakery's commitment to leadership in sustainable business practices and contributions to national development.

3.3 Mission of Asian Live Bakery

The mission of is to deliver superior products and services to the local market by maintaining the highest standards of quality, innovation, and sustainability. The company is committed to creating long-term value for its stakeholders, including customers, employees, investors, and the communities in which it operates.

Asian Live Bakery aims to lead the bread and bakery industry by promoting ethical business practices, and contributing to the economic growth of Bangladesh. The company focuses on providing an inclusive and empowering work environment, fostering a culture of continuous improvement, and ensuring environmental responsibility in all aspects of its operations.

Mission Statement for Asian Live Bakery: **

"To be a global leader in the bakery industry, crafting authentic Asian-inspired baked goods with innovation and uncompromising quality, while advancing sustainability, ethical sourcing, and the well-being of our employees, customers, and communities through cultural celebration and memorable culinary experiences. "

This mission emphasizes Asian Live Bakery’s commitment to growth, ethical practices, and contributing to the overall prosperity of Bangladesh through its diverse business ventures.

3.4 Objectives of Asian Live Bakery

Asian Live Bakery’s objectives are rooted in its vision to drive excellence, sustainability, and innovation across all its operations. As a leading conglomerate in Bangladesh, the organization seeks to optimize its processes and embrace modern technologies to achieve operational efficiency and maintain a competitive edge.

Sustainability is a central pillar of Asian Live Bakery's mission, with the organization striving to minimize its environmental footprint through resource-efficient practices and Green HRM initiatives. This aligns with its commitment to fostering a sustainable business model that supports long-term growth while safeguarding the environment.

The company places significant emphasis on employee development, recognizing that its workforce is a key driver of success. Through continuous training, leadership development, and engagement initiatives, Asian Live Bakery aims to nurture a motivated and skilled team capable of meeting the challenges of a dynamic business landscape.

Another critical objective for Asian Live Bakery is to deliver exceptional customer value by consistently providing high-quality products and services. By understanding and exceeding customer expectations, the organization aims to strengthen its brand loyalty and market presence, both locally and internationally.

Moreover, the company is dedicated to contributing to community welfare through various corporate social responsibility (CSR) initiatives. These efforts reflect Asian Live Bakery’s commitment to creating a positive impact on society, whether by supporting education, generating employment opportunities, or empowering underserved communities.

Ultimately, Asian Live Bakery’s objectives converge on a vision of sustained growth, operational excellence, and meaningful contributions to its industry and community, cementing its position as a leader in the corporate sector.

3.5 Board of Directors of Asian Live Bakery

Asian Live Bakery's leadership comprises several key individuals:

- **Md Sirajul Islam:** Chairman
- **Md Sirajul Islam:** Managing Director
- **Md Rafiqul Alam Shanto:** Deputy Managing Director, Apparels Sector
- **Md Rafiqul Alam Shanto:** Managing Director, Media Sector

These leaders guide Asian Live Bakery's diverse operations, including apparel manufacturing and media services.

3.6 Registered Office

The registered office of Asian Live Bakery is located **Dakkhingaon, Sabujbagh, Bashabo, Dhaka, Bangladesh.** You can contact them via phone at **01937596175, 01581670997**. For more details, you can reach out to them at **info@asianlivebakery.com.**

3.7 Functions of Asian Live Bakery

Asian Live Bakery operates as a specialized entity in the food industry, focusing on "traditional and modern Asian-inspired baked goods". Its core functions include:

1. Biscuit and Bread Production:
The bakery specializes in crafting premium-quality biscuits, breads, and pastries, blending traditional Asian flavors with modern baking techniques. Products cater to both local and international markets, including specialty stores and global retailers.

2. Ingredient Sourcing and Authenticity:
Prioritizes ethically sourced, high-quality ingredients to ensure authenticity and cultural integrity in every product.

3. Product Innovation and Development:
Focuses on culinary creativity, introducing fusion recipes and seasonal offerings to meet evolving consumer tastes while honoring Asian culinary heritage.

4. Sustainability and Eco-Friendly Practices:
Commits to reducing environmental impact through energy-efficient baking processes, biodegradable packaging, and waste reduction initiatives. Aims for carbon-neutral operations in key facilities.

5. Packaging and Distribution:
Delivers fresh, shelf-stable products using advanced packaging technology to preserve quality and extend shelf life. Maintains a streamlined supply chain to ensure timely delivery to retail partners and e-commerce platforms.

6. Culinary Education and Community Engagement:
Engages in CSR activities such as baking workshops for underprivileged communities, food donation drives, and partnerships with local farmers to promote sustainable agriculture.

7. Cultural Promotion:
Celebrates Asian culinary traditions by hosting cultural events, collaborating with Asian chefs, and showcasing regional baking techniques to foster global appreciation for Asian cuisine.

3.8 Industries of Asian Live Bakery

Asian live bakery operates in several industries, primarily focused on the following sectors:
1. Cookies Industry: The group produces high-quality biscuit, specializing in various types of ingredient used in the cookies production process.

2. Bread Production: Asian Live Bakery is a major player in the production of regular bread and many others kind of bread in local market.

3. Retail: Asian Live Bakery extends its reach into the retail business, selling its own brand and other associated Bakery products through various retail outlets.

4. Packaging: The group provides packaging solutions, which support its bread production and retail operations by offering custom packaging for bread and biscuits.

5. Sustainability and Eco-friendly production: Asian Bakery focuses on sustainable production methods, with several of its facilities certified by the Leadership in Energy and Environmental Design (LEED) standard, promoting environmentally-friendly manufacturing processes.

3.9 Strengths

Asian Live Bakery is a prominent player in Bangladesh's bread and biscuit production sector, with a legacy of growth and innovation since its inception in 2024. The company is recognized for its advanced machinery, sourced from countries like China, India, Nepal, Indonesia, Malaysia, ensuring smooth production processes and top-tier product quality.

Key Strengths

• **Strong Brand Image:** Asian Bakery has established itself as a leading name, particularly in the bread and biscuit industry.

• **Diverse Product Portfolio:** Asian bakery offers a wide range of biscuit products and services, particularly focused on the biscuit and distribute local markets.

• **Local Reach:** The company has experienced rapid growth, extending its presence to Local markets, particularly in Dhaka and Chandpur.

• **Skilled Workforce:** Asian Live Bakery places a strong emphasis on employee training, ensuring a skilled workforce that contributes to its operational excellence.

• **Innovation in Production:** The company invests in modern Bakery technology, constantly innovating to stay competitive.

• **Sustainability Practices:** Asian Live Bakery focuses on eco-friendly and sustainable production processes, including energy-efficient technologies and sustainable materials.

Employee Benefits

• **Job Security:** Asian Live Bakery provides job security, making it a desirable employer.

• **Supportive Work Environment:** A positive and inclusive work culture promotes employee growth.

• **Opportunities for Learning:** The company offers opportunities for professional development and skill enhancement. These strengths have propelled Asian Live Bakery into a position of leadership in the bread and biscuit industry, with ongoing efforts to expand and enhance its local footprint.

3.10 Weaknesses

While Asian Live Bakery has experienced significant growth and success, like any organization, it faces several weaknesses that could impact its operations:

1. Large Span of Supervision: The high number of departments under the supervision of the General Manager may lead to low productivity due to ineffective management and oversight.

2. High Product Prices: The cost of products is relatively high, which could limit market competitiveness.

3. Limited Product Variety: The company offers a limited range of products, which may restrict its ability to cater to a wider customer base.

4. Small Packing Sizes: The company's product packaging may not be large enough to meet customer demand or market preferences.

5. Lack of Product Availability: Some products may be out of stock or difficult to find, which can hurt customer satisfaction and sales.

6. Ineffective Distribution System: A lack of a robust and efficient distribution system may result in delayed deliveries and dissatisfied customers.

7. High Distribution Costs: The cost of distributing products is high, potentially reducing the company's overall profitability.

8. Insufficient Promotional Efforts: Asian live bakery may not be investing enough in marketing or promotions to raise awareness and attract new customers.

9. Improperly Maintained Branches: Some of the company's branches are not maintained to a high standard, which can affect brand image and customer experience.

10. Issues with Recruitment Policy: The recruitment process may have inefficiencies or problems that prevent the company from hiring the most suitable candidates for key roles.

11. Lack of Professional Degree Holders: The absence of employees with professional degrees in key areas may limit the company's ability to innovate or handle complex challenges effectively.

12. No Special Training Programs: There are no dedicated training programs for employees to enhance their skills, which may impact long-term development.

13. Signatory Issues: There are challenges in the signatory process, which could slow down decision-making and organizational operations.

Job Security

1. Job Security: Asian Live Bakery provides its permanent employees with job security. They offer benefits like a provident fund, earned leave, and medical allowances, ensuring stability for employees.

2. Friendly Environment: The company maintains a supportive and friendly work environment. Employees collaborate well, with a culture where everyone helps each other, contributing to a positive atmosphere.

3. Learning Opportunities: Senior employees at Asian Live Bakery play an active role in mentoring and teaching junior staff. This opportunity to learn how to perform tasks efficiently is a distinctive feature of the company, often unavailable in other organizations.

These aspects make Asian Live Bakery an attractive workplace, prioritizing employee welfare, collaboration, and learning opportunities.

3.11 Opportunities

Asian Live Bakery has numerous opportunities to expand and strengthen its position in both domestic and international markets. Some key opportunities include:

1. Strong Brand and Quality: Asian Live Bakery's well-established reputation and high-quality products provide a strong foundation to capture larger shares in both local and international markets.

2. Growing Market: The global market for cookies and biscuit is significantly large and expanding, offering growth potential for companies like Asian Live Bakery.

3. Improved Utilization of Butter: Optimizing the use of Butter and raw materials could lead to increased profits and better cost-efficiency.

4. Export Potential: Asian Live Bakery has significant opportunities to expand its export business, particularly in regions like Asia and South Asia, where demand for quality of food is high.

5. Innovative Products: Introducing new, innovative, and potentially testy products can help Asian Live Bakery stand out in the market and diversify its product range.

6. Rising Income: The growing income levels in both domestic and international markets create an expanding customer base for Asian Live Bakery's products.

7. Cost Advantages: With cost-effective contract production and research capabilities, multinational companies are more likely to shift their production to Bangladesh, benefiting Asian Live Bakery as a reliable production partner.

8. Global Market Expansion: There is significant potential for Asian Live Bakery to increase its market share and profitability by exporting to new international markets.

3.12 Threats

Asian Live Bakery faces several external threats:

1. Intense Competition: Now, The Live Bakery industry is highly competitive, with rivals aggressively giving lower price.

2. Market Dynamics: Changing consumer preferences and technological advancements require constant adaptation.

3. Government Regulations: New government policies, especially around digital payments, may impact business operations.

4. Economic Sensitivity: Economic downturns could negatively affect sales and profitability.

5. Price Pressure: Competitors offering lower prices can impact Asian Live Bakery 's market position.

6. Rise of Local Competitors: Growing local Live Bakery companies present a threat to market share.

7. Quality Perception: A segment of the market may prioritize price over quality, affecting consumer choices.

Chapter: Four
Internship Responsibilities

4.1 The Internship Responsibilities

As part of the internship at the Human Resource Management (HRM) section of Asian Live Bakery, various responsibilities were undertaken to contribute to the efficient functioning of the department. These responsibilities provided hands-on experience in HR operations and insights into the strategic aspects of workforce management.

1) Recruitment and Selection

Assisted in the recruitment process by screening resumes, coordinating interviews, and maintaining candidate databases. This involved collaborating with hiring managers to ensure the selection of candidates aligned with organizational needs.

2) Employee Records Management

Updated and organized employee records, ensuring compliance with data protection policies. This responsibility provided exposure to HR information systems and the importance of accuracy in record-keeping.

3) Orientation and Training

Supported the planning and execution of employee orientation sessions for new hires. Assisted in the preparation of training materials and scheduling workshops to enhance employee skill sets.

4) HR Documentation and Reporting

Prepared HR reports, including recruitment metrics, attendance records, and performance evaluations. These reports were crucial for managerial decision-making and provided insights into HR analytics.

5) Policy Implementation

Helped in communicating and implementing HR policies within the organization. Ensured that employees were aware of company guidelines and facilitated compliance with these policies.

6) Event Coordination

Contributed to organizing employee engagement activities and HR events. This included coordinating logistics and ensuring successful execution of initiatives aimed at fostering team cohesion and workplace satisfaction.

7) Administrative Support

Provided general administrative support to the HR team, including drafting correspondence, scheduling meetings, and managing departmental communication channels.

4.2 Job responsibilities in Asian Live Bakery

1) Administrative Support

As an intern, i provided crucial administrative support to the HR team, helping to ensure smooth day-to-day operations. This included organizing meetings, managing calendars for HR personnel, and maintaining employee records in an organized, secure manner. I also helped manage HR documentation, including official memos, reports, and correspondence, and supported the filing and documentation processes to ensure all records were up to date and compliant with company policies.

2) Recruitment and Selection

I were actively involved in the recruitment process, which included posting job advertisements across various recruitment platforms and job boards. I reviewed resumes, screened candidates, and helped the team in shortlisting suitable applicants for interviews. I also coordinated interview schedules, ensuring smooth communication with candidates and hiring managers. Additionally, i assisted with the preparation of interview materials and participated in initial phone screenings to assess candidate suitability.

3) Employee Record Management

One of my key responsibilities was assisting in the management and update of employee records. This involved entering and maintaining accurate data in the HR Information System (HRIS), ensuring that each employee's personal details, job history, performance, and benefits information were correctly documented. I helped ensure that all employee data was up to date, which was crucial for HR reporting and legal compliance.

4) Onboarding and Orientation

I played an important role in onboarding new employees, ensuring that they had a positive and smooth start at the company. I assisted with preparing onboarding materials, such as welcome packets, and helped organize orientation sessions where new hires were introduced to company policies, culture, and procedures. During these sessions, i explained benefits, leave policies, and other essential information, ensuring employees were fully prepared to start their roles.

5) Training and Development

I assisted the HR team in organizing employee training sessions, workshops, and seminars aimed at improving skills and fostering professional growth. This involved helping to coordinate logistics, ensuring training materials were ready, and tracking attendance. I also worked to gather feedback from participants to assess the effectiveness of the programs and suggested improvements. My contributions supported the company's commitment to employee development and performance enhancement.

6) Payroll and Benefits Support

In this role, i supported the payroll processing activities by helping to maintain accurate records of employee attendance, overtime, and leave. I ensured that all data related to payroll was accurate and ready for processing. Additionally, i assisted with benefits administration, ensuring employees received the proper benefits and helping them navigate issues related to health insurance, retirement plans, and leave entitlements. This role required attention to detail to ensure that employees' compensation and benefits were administered correctly and on time.

7) Employee Relations

I helped foster positive employee relations by contributing to employee engagement activities such as team-building events, recognition programs, and wellness initiatives. I also supported employees with any HR-related queries, addressing their concerns about policies, leave, or performance reviews. By acting as a point of contact for employees, i helped build a positive work environment and ensured that employees felt valued and heard.

8) HR Reporting and Data Analysis

In this role, i assisted with compiling data and generating reports on various HR metrics, such as turnover rates, recruitment success, training outcomes, and employee performance. I helped the HR team analyze this data to identify trends and make informed decisions regarding HR practices. For example, i might have helped with reporting on employee satisfaction or identifying areas where training could be improved. These reports helped the HR team refine processes and make data-driven improvements in employee engagement and retention.

9) Compliance and Legal Support

As part of the HR team, I helped ensure that the company's HR practices were compliant with labor laws and regulations. I assisted in tracking employee leave, ensuring that it adhered to legal requirements. I also helped maintain records related to employee health and safety and ensured that company policies were up to date with local labor laws. This responsibility was vital in helping the company avoid legal risks and maintain a compliant, ethical workplace.

10) Cross-Department Collaboration

Throughout my internship, i worked closely with different departments within the company to streamline HR operations and contribute to company-wide initiatives. This included collaborating with departments like Finance to process payroll, IT to manage HRIS systems, and Operations to ensure HR practices were aligned with the overall company strategy. My role in cross-departmental communication and cooperation helped HR function more efficiently and effectively, leading to improved processes and stronger interdepartmental relationships.

Chapter: Five
Analysis of the Study

5.1 Training and Development Practices of Asian Live Bakery

The training and development of all employees is critical to the Company's success. It improves the performance of the company, teams and individuals and makes an important contribution to the retention of staff and the development of future talent. Asian Live Bakery is committed to providing an environment which enables continuous learning, growth and personal achievement of all employees. The achievement of this commitment by the Company is also reliant on employee commitment and their willingness to learn, develop, take on new roles and responsibilities and seek opportunities for self-development. Training and development plans are based on the future business strategy and through the output of regular individual appraisals. These plans identify where individual performance may be enhanced through development initiatives including training courses, coaching, job experience, formal studies, etc. The Company is committed to the effective induction of all employees and in supporting all employees to realize their full potential. Training and development opportunities are offered on a fair basis to all employees. The Company ensures that no employee receives less favorable treatment or consideration.

5.2 Objectives of Training and Development in Asian Live Bakery

- To help the employees perform more effectively in their jobs
- To prepare the employees for future growth and advancement by providing supervisory and other management programs
- To build effective work teams through developing staff communications and interpersonal skills
- To inculcate a sense of dedication to the highest quality
- To keep an employee up-to-date with changes that affect the business environment

5.3 Steps in Training and Development Process of Asian Live Bakery

- Training Needs Assessment
- Training Administration
- Training Evaluation

5.3.1 Training Needs Assessment

In this step of Training Needs Assessment, individual employees and line supervisors have essential and inexcusable role playing. Asian Live Bakery recognizes that employees are an integral part of an organization and that they themselves have the potential to judge what kind of training will improve their performance at work. Therefore, they have the privilege to analyze their own abilities in line with their job responsibilities and can discuss these with their line supervisors. On the contrary, it is one of the key responsibilities of the supervisors to keep their subordinates' performance on constant check. They have to support their employees' learning and development by scrutinizing and finding out the training needs. This is done in discussion with the employees. The supervisors have to give priorities according to importance and availability of resources and then in preparing Annual Training Plan and External Training

Recommendation which are forwarded to the Human Resource Department, upon completion. Need assessment is the first step in the training and development process and it focuses on detecting and solving performance problems. The purpose is to identify if there is a need for training and the nature of the content of the training program. This phase determines the relevance of particular training to employee's jobs and how it will improve the performance. It also addresses the organizational problems and then distinguishes the training needs with an objective to identify an appropriate training need which will link to improved job performance with Asian Live Bakery goals and bottom line.

5.3.2 Training Administration

Administration of Training and Development is mainly done by the Human Resources Department. After receiving Annual Training Plan and External Training Recommendation from the line supervisors, it is the responsibility of the HR Department to assess whether there is an actual necessity of the training which will be viable for the improved performance of the employees to achieve organizational objectives. Once this is done, HR searches through a number of resources and channels to find out about the related training availability and the associated costs with it. An approval from the Managing Director is then required prior to registering an employee with a training program. Employees and supervisors are also informed about the training details before registration. Hereafter, registration of the training program is done with proper documentation and the employees are able to attend the training. Finally, a record of training programs attended by each employee is maintained.

5.3.3 Training Evaluation

Employees and line supervisors again have a major role playing in this segment of Training and Development of Asian Live Bakery It is believed that active cooperation of all the parties will generate an accurate final output. Training Evaluation consists of four segments including Reaction, Learning, Transfer of learning and improvement in organizational work, and finally a cost-benefit analysis of the training program. Employees who attend the training programs are expected to apply the newly learnt skills and knowledge at work and evaluate how it has helped to perform a task compared to the ability the incumbent possessed preceding training. They have to identify the differences and report their findings along with other views and suggestions to their line supervisors. This information flow can also include important notes on the first three segments of Training Evaluation, i.e. Reaction, Learning and Transfer of learning and improvement in organizational work. Line supervisors, on the other hand, have to carry out multiple tasks. First and foremost, they have to prepare questionnaires and conduct surveys of the trainees about their reaction towards the training program. This will then be followed by an interview of the trainees regarding what they have learned from the program. Information is all accumulated and kept for future references and comparison with previous performances of the employees. Problems identified in the training programs are recorded in order to be addressed in future. In the meantime, supervisors have to perform activities for the third segment of Training Evaluation. They have to create work samples or allow and observe

employees transfer their knowledge at work and at the same time evaluate how it improves the jobs. Occasional discussions are carried out to identify problems.

Finally, supervisors prepare a report consisting of records of all the evaluation of trainees and send it to the HR Department. The HR Department, after receiving the reports from the line supervisors, makes a thorough analysis and determines whether the training programs are actually effective. This is then finally followed by the fourth segment of Training Evaluation, i.e. Cost-Benefit Analysis. These are done by determining the Return on Investment of the Training Program and compare it with the cost of training.

5.4 Training Methods Followed by Asian Live Bakery

Several methods can be used to satisfy an organization 's training needs and accomplish its objectives. The Asian Live Bakery classified their training by two categories:

Non-Supervisory Training

Non-Supervisory Training is the training for workers and operators of the company. Permanent and casual workers are included for these.

Supervisory Training

The training for the managerial employees is called supervisory Training. Different department’s officers and management trainee are included to thin

5.5 Training Provide by the Asian Live Bakery

- Orientation Training
- Code of conduct Training
- PPE Training
- Mid-level management meeting Training
- Machine Operating Training
- Occupation Health and safety Training
- EHS (environment health and safety) Training
- First Aid Training
- Grievance handling and procedure Training
- Disciplinary action procedure Training
- Risk Assessment Training
- Waste handling Training
- Workers’ rights and privileges freedom of association Training
- Child labor, Forced labor abuse and harassment Training
- Fire training
- Security Training
- Metal detection Training
- Hand book and wage deduction Training
- Termination policy Training

Orientation Training

Orientation training is a training program organized for a newly hired employee to get used to work and adapt to the company. Orientation training, which has a critical place in the recruitment processes of companies, is of great importance in terms of ensuring the rapid adaptation of employees to work and their colleagues. With orientation training, employees begin to get to know the corporate culture closely. Employees who have the opportunity to meet and blend with their managers and colleagues during this training process also gain a lot of information about the workplace in this process.

Code of Conduct Training

Code of conduct training increases awareness of a wide range of ethical and legal issues in the workplace, such as conflicts of interest, bribery and corruption, insider trading, data privacy, information security, diversity and inclusion and social media use.

PPE Training

PPE training covers the proper use of personal protective equipment that guards the health and safety of employees. It lays out the standards for proper use and helps keep employees safe.

Mid-Level Management Meeting Training

Middle management is the intermediate management level of a hierarchical organization that is subordinate to the executive management and responsible for 'team leading' line managers and/or 'specialist' line managers.

Machine Operating Training

Machine Operator Training is the perfect course to increase knowledge of the Mixer machine, learn safe operating techniques, and discover how to use the machine to minimize wastage. The result is a more effective operation with reduced costs and more uptime.

Occupation Health and Safety Training

Occupational Health and Safety Training (OHS) is a great way for employees to learn additional skills and knowledge and to reinforce quality work practices which will result in a change in workplace behavior.

EHS (Environment Health and Safety) Training

The term “EHS” is commonly used in the corporate world to encompass environmental, health, and safety issues in the workplace. For HR professionals, EHS includes everything from ensuring compliance with OSHA regulations to managing employee wellness programs.

First Aid Training

First Aid training means training in which a person reacts to injuries and performs simple emergency medical care procedures before emergency medical professionals are available as necessary.

Grievance Handling and Procedure Training

Grievance handling procedure is a part of Labor Laws. It is the successive phase of domestic enquiry, which is mandatory as per Labor Law. Through grievance handling, conflict in the workplace is resolved. To motivate the employees, grievance handling is compulsory.

Disciplinary Action Procedure Training

It is a practical training course that covers key disciplinary procedures and measures, including investigations, hearings and appeals. Through this course, you will learn about the aims of the disciplinary procedure and the responsibilities of management staff when dealing with employee misconduct.

Risk Assessment Training

Risk assessment training teaches you both what risk assessments are, as well as how and when to perform them. It provides you with an understanding of the benefits of comprehensive risk assessments and how to comply with basic legislation.

Waste Handling Training of Asian Live Bakery

This course is designed for employees and managers who have a duty to handle or manage waste. It provides a greater awareness of proper waste separation, categorization, collection and disposal, especially concerning butter, Egg, Gas.

Workers' rights and privileges freedom of association Training

Freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labor; the effective abolition of child labor; the elimination of discrimination in respect of employment and occupation.

Child Labor, Forced Labor Abuse and Harassment Training

The term "child labor" is often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. The primary purpose of harassment training is to provide basic information about what constitutes harassment in the workplace to employees at all levels. The training offers a discussion of the many consequences of harassing behavior and strategies to take to avoid engaging in such illegal behavior.

Fire Training

Training consists of basic knowledge and skills in exterior firefighting operations. Duties are performed from the exterior of the structure and away from areas that may be immediately dangerous to life and health. Includes safe response, scene security and exposure protection activities.

Security Training

Security awareness training is a formal process for educating employees and third-party stakeholder like contractors and business partners, how to protect an organization's computer systems, along with its data, people and other assets, from internet-based threats or criminals.

Metal Detection Training

The Metal Detector Operator course is a full-day training program designed for the new-to-experienced metal detector operator. It covers the correct operation of both hand-held and walk-through metal detectors. The class covers hard-to-detect threat items like improvised explosive devices and small metal objects.

Hand Book and Wage Deduction Training

An employee handbook is a guide and an ever-changing document used by employers that states their company policies, history and culture for current and new employees.

Termination Policy Training

Termination of Training means the process whereby a student may have their training terminated as a result of behavior that is confirmed to be damaging or dangerous to either service users, other students or Course Providers, or creates unacceptable risk for themselves or others.

- **Types of Training**

There are two types of training, is given below:

- On-the-job training
- Off-the-job training

On-the-Job Training

When an employee learns the job in an actual working site in a real-life situation, and not in a simulated environment, it is called On-the-job training and also called workplace training. Employees learn while working. There are some methods of on-the-job training:

- Job Rotation
- Coaching
- Job Instruction
- Committee Assignments
- Apprenticeship

Job Rotation

This type of training involves the movement of the trainee from one job to another. The trainee receives job knowledge and gains experience from his supervisor or trainer in each of the different job assignments.

Coaching

The trainee is placed under a particular supervisor who functions as a coach in training the individual. The supervisor provides feedback to the trainee on his performance and offers him some suggestions for improvement.

Job Instruction

This method is also known as training step by step. Under this method, the trainer explains to the trainee the way of doing the jobs, job knowledge and skills and allows him to do the job.

Committee Assignments

Under the committee assignments, a group of trainees are given and asked to solve an actual organizational problem. The trainees solve the problem jointly. It develops teamwork.

Apprenticeship

Apprenticeship is a formalized method of training curriculum that combines classroom education with on-the-job work under close supervision. The training curriculum is planned in advance and conducted in careful steps from day to day.

Off-the- Job Training

Off- the-job training is conducted in a location specifically designated for training. It may be near the workplace or away from work, at a special training center or a resort conducting the training away from the workplace minimize distractions and allows trainees to devote their full attention to the material being taught- However, off-the-job training programs may not provide as such transfer of training to the actual job as do on-the-job programs.

Off-the-job training methods:

- Classroom Lectures
- Audio - Visual
- Simulation
- Vestibule Training
- Case Studies
- Role Playing
- Programmed Instructions

Classroom Lectures

Off the job methods of training classroom method or lecture method is well-known to train white collar or managerial level employees in the organization.

Audio-Visual

Providing training by way of using Films, Televisions, Video, and Presentations etc. This method of training has been used successfully in education institutions to train their students in subjects to understand and assimilate easily and help them to remember forever. New companies have come up to provide audio visual material for students in their concerned subjects.

Simulation

The simulation Method of training is most famous and core among all of the job training methods. In the simulation training method, trainees will be trained on specially designed equipment or machines that seem to be really used in the field or job. But, those equipment or machines are specifically designed for training trainees, making them ready to handle them in the real field or job.

Vestibule Training

Mostly this method of training will be used to train technical staff, office staff and employees who deal with tools and machines. Employees learn their jobs on the equipment they will be using, but the training is conducted away from the actual work floor by bringing equipment or tools to certain places where training is provided, but not work.

Case Studies

It is a written description of an actual situation in the past in the same organization or somewhere else and trainees are supposed to analyze and give their conclusions in writing. This is another excellent method to ensure full and whole hearted participation of employees and generates good interest among them.

Role Playing

During a role play, the trainees assume roles and act out situations connected to the learning concepts. It is good for customer service and training. This method is also called ‘role-reversal’, ‘socio-drama’ or ‘psycho-drama’. Here trainees act out a given role as they would in a stage play. Two or more trainees are assigned roles in a given situation, which is explained to the group. There are no written lines to be said and, naturally, no rehearsals.

Programmed Instructions

This involves two essential elements:

(a) a step-by-step series of bits of knowledge, each building upon what has gone before

(b) a mechanism for presenting the series and checking on the trainee’s knowledge. Questions are asked in proper sequence and indication given promptly whether the answers are correct.

Chapter: Six
Findings

6.1 Findings

Despite efforts to build employee capabilities, Asian Live Bakery's training and development practices reveal the following gaps and limitations:

1. Lack of Personalized Learning Paths

Training programs are generic and not tailored to individual employee needs, career goals, or skill gaps. This reduces engagement and limits the effectiveness of development initiatives.

2. Outdated Training Methods

Reliance on traditional classroom-style training and static learning modules fails to engage modern learners.

3. Insufficient Leadership Development

There is no structured pipeline for leadership training, leaving high-potential employees unprepared for managerial roles and contributing to succession planning gaps.

4. Inadequate Alignment with Business Goals

Training programs are not strategically linked to organizational objectives resulting in misaligned skill development.

5. Limited Use of Technology-Enabled Learning

The absence of AI-driven learning platforms or Learning Experience Platforms (LXPs) limits adaptive learning, real-time feedback, and data-driven insights into employee progress.

6. Neglect of Diversity and Inclusion Training

Programs lack focus on unconscious bias, cultural competency, or inclusive leadership, hindering progress toward a diverse and equitable workplace.

7. Inconsistent Employee Feedback Mechanisms

Post-training feedback is rarely collected or acted upon, leading to repetitive inefficiencies and missed opportunities to improve content delivery.

8. Insufficient Focus on Compliance Training

Critical compliance areas are inconsistently covered, exposing the organization to regulatory risks.

9. Lack of Cross-Functional Training

Employees are siloed into role-specific training, with few opportunities to develop cross-departmental skills.

10. Limited Budget Allocation for Development

Investment in employee upskilling is insufficient compared to industry benchmarks, restricting access to cutting-edge courses, certifications, or external workshops.

Chapter: Seven
Recommendations & Conclusion

7.1 Recommendations

1. Use AI-Driven Learning Tools

Adopt smart platforms that personalize training content based on employee skills, gaps, and career goals.

2. Promote a Learning Culture

Share success stories of employee growth on internal platforms and social media to highlight development opportunities and boost engagement.

3. Offer Flexible Learning Options

Provide remote or hybrid training to accommodate diverse schedules and locations.

4. Focus on Leadership Development

Create structured programs to prepare high-potential employees for leadership roles, including mentorship and real-world projects.

5. Align Training with Business Goals

Design programs that directly support company priorities to ensure relevance and impact.

6. Improve Feedback Loops

Survey employees after every training session to refine content and delivery, and share results with trainers.

7. Invest in Modern Methods

Replace outdated lectures with interactive tools like gamification, microlearning, and VR simulations to boost engagement.

8. Prioritize Diversity Training

Mandate workshops on unconscious bias, cultural competence, and inclusive leadership for all employees.

9. Track Training Effectiveness

Measure metrics like skill improvement, productivity gains, and retention rates to prove ROI and guide future investments.

10. Strengthen On-the-Job Coaching

Train managers to mentor employees during transitions to reduce ramp-up time.

11. Build Cross-Functional Skills

Encourage employees to take courses outside their department.

7.2 Conclusion

In recent years, the bakery and food industry has witnessed a surge in new entrants, intensifying competition and raising consumer expectations. Asian Live Bakery has emerged as a leader in this dynamic landscape, setting benchmarks for quality, innovation, and customer-centric practices despite challenging market conditions. Since its establishment, the company has contributed significantly to the local economy by creating employment opportunities and catering to evolving consumer demands. To align with its vision of excellence, Asian Live Bakery prioritizes robust Human Resources (HR) practices, with a particular emphasis on Training and Development (T&D) as a cornerstone of its growth strategy. In today's fast-paced food industry, relying on outdated methods is no longer viable. Asian Live Bakery has expanded its reach across diverse markets, offering artisanal products that blend traditional techniques with modern trends. This report evaluates the company's HR practices, particularly its T&D processes, in comparison to its closest competitor, "Al Madina Live Bakery", a prominent player in the same sector. Through analysis, it is evident that Asian Live Bakery maintains a highly effective T&D system. During my internship, the organization provided ample resources and mentorship, enabling me to explore their structured approach to skill enhancement. From needs assessment to post-training evaluation, Asian Live Bakery demonstrates meticulous attention to employee development. Programs focus on technical skills, soft skills and leadership training for managerial roles. These initiatives not only elevate employee confidence but also drive operational efficiency, ensuring consistent product quality and service standards. While minor gaps exist-such as limited digital training modules for remote staff-the company continuously refines its strategies to address emerging challenges. By investing in T&D, Asian Live Bakery fosters a culture of continuous learning, empowering its workforce to adapt to industry trends like health-conscious diets and sustainable practices. As the bakery sector evolves, the organization's commitment to nurturing talent positions it to thrive as a market leader, turning challenges into opportunities for innovation and growth.

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