Internship Report

on

Training & Development Practices in Bangladesh: A Case Study on Lime Light Fashion Limited

Submitted by:

Israt Jahan Prity

ID: BBA2102023049

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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Md. Rasel Hawlader

Assistant Professor

Department of Business Administration

Sonargaon University (SU)



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, Dhaka.

Subject: Submission of Thesis Paper on “Training and Development Practices in Bangladesh: A Case Study on Lime Light Fashion Limited.”

Dear Sir,

With due respect, I am pleased to inform you that I have successfully completed the requirements for the report, a mandatory component of my BBA program. It is with great pleasure that I submit my Internship Report on "Training and Development Practices in Bangladesh: A Case Study on Lime Light Fashion Limited."

This report compiles comprehensive information and provides a clear overview of the HRM policies and training practices at Lime Light Fashion Limited., a prominent company in the fashion industry. It combines the theoretical knowledge from my BBA program with real-world insights gained during my internship at Lime Light Fashion Limited.

I have thoroughly reviewed all necessary materials and documents for this report, dedicating myself to ensuring its completeness despite some limitations. I believe this report will provide valuable insights into the company’s training and development practices.

I kindly request you to accept this report for evaluation. I am happy to provide any further clarification if required.

Kind regards,

Very truly yours,

Israt Jahan Prity

ID: BBA2102023049

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 Internship Report entitled "Training and Development Practices in Lime Light Fashion Limited." has been prepared by Israt Jahan Prity, ID: BBA2102023049, Department of Business Administration, Sonargaon University (SU), and submitted as a requirement for the partial fulfillment of the degree of Bachelor of Business Administration (BBA) with a major in HRM.

To the best of my knowledge, the above-mentioned work has been conducted by the student herself. Any opinions and/or suggestions made in this study are entirely those of the author of this Internship Report.

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

Md. Rasel Hawlader

Assistant Professor

Department of Business Administration

Sonargaon University (SU)

Student's Declaration

This is Israt Jahan Prity, a student of Bachelor of Business Administration (BBA), ID: BBA2102023049 from Sonargaon University (SU) would like to solemnly declaration here that this report on “Training & Development practice in Bangladesh: A Case Study on Lime Light Fashion Limited” 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,

Israt Jahan Prity

ID: BBA2102023049

Major: HRM

Semester: Spring-2025

Department of Business Administration

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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 & Development Practices in Bangladesh: A Case Study on Lime Light Fashion Limited."

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 Lime Light Fashion Limited. 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,

Israt Jahan Prity

ID: BBA2102023049

Major: HRM

Semester: Spring-2025

Department of Business Administration

Sonargaon University (SU)

Executive Summary

This internship report, titled “Training and Development Practices: A Case Study on Lime Light Fashion Limited.”, explores how Lime Light Fashion Limited. develops its workforce through structured training initiatives. As a global garment manufacturer and exporter, the company is committed to enhancing employee skills and improving organizational efficiency. The report examines how Lime Light Fashion Limited. designs and implements training programs to meet the dynamic demands of the apparel industry. Data was collected through interviews, observations, and document analysis. Lime Light Fashion Limited. offers diverse training modules, including orientation programs, technical skills training, soft skills development, workplace safety, and leadership development. These efforts support both individual employee growth and the company’s broader operational goals. Key findings indicate that the company invests consistently in employee development, conducts regular training assessments, and aligns its training programs with long-term strategic objectives. However, areas for improvement include adopting digital learning platforms, strengthening training evaluation methods, and providing more frequent refresher courses to stay ahead of evolving industry trends.

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Chapter: One
Introduction

1.1 Introduction

At Lime Light Fashion Limited, we understand that our people are the key to our continued success. That's why Training and Development (T&D) is more than just a part of our HR process—it's a vital part of how we grow, improve, and remain competitive in a fast-moving global industry.

We are a leading 100% export-oriented knit garments factory based in Uttara, Dhaka, delivering high-quality, international-standard apparel worldwide. Equipped with modern facilities and a skilled team, Lime Light Fashion Limited**.** produces a wide range of products including T-shirts, Polo Shirts, Tank Tops, Underwear, Boxer Shorts, Sweatshirts, Baby Bodies, and Infant Wear. Our commitment to quality, competitive pricing, and on-time delivery has earned us the trust of global clients.

Our success is powered by a team that's always learning and evolving. At Lime Light Fashion Limited., our Training & Development programs focus on building technical skills, nurturing future leaders, and supporting career growth at every level. We believe that supported employees perform at their best—so we invest in hands-on training, mentorship, digital tools, and regular feedback.

This report outlines how our T&D efforts boost employee development and overall performance. Through key strategies and real success stories, we highlight our commitment to continuous learning. When our people grow, so does our company—and our buyers see the results in the quality we deliver.

1.2 Objectives of the Study

The purpose of any research is to achieve specific goals. This report is prepared to meet the requirements of the internship paper. The focus is on understanding the performance and effectiveness of Training and Development (T&D) practices within the organization. The objectives of this study can be categorized into two main types:

- General Objectives
- Specific Objectives

General Objectives

The general objective of this study is to explore and analyze the Training and Development (T&D) practices at Lime Light Fashion Limited.

Specific Objectives

The specific objectives of this study are as follows:

- To identify the T&D practices followed by Lime Light Fashion Limited.
- To understand the objectives of the company's training and development programs.
- To identify the training methods utilized by the organization.

- To gather employee feedback regarding the T&D programs and their effectiveness.
- To explore the challenges or issues related to the T&D processes within the organization.
- To provide recommendations on how to address challenges and improve the T&D practices.
- To understand the methods used for identifying training needs within the organization.

1.3 Methodology of the Study

This study followed a structured approach to gather and analyze the necessary information—starting from defining the topic to presenting the final results. The methodology involved collecting data, analyzing it, interpreting the insights, and organizing the findings to clearly reflect the Training and Development (T&D) practices at Lime Light Fashion Limited.

Data Sources

To ensure a well-rounded understanding of the topic, data was collected from both primary and secondary sources. While secondary sources formed the foundation of the research, primary inputs helped provide context and deeper insight into real-time practices.

Primary Sources

Information was collected from:

- Observations within the organization
- The company's training materials and manuals

Secondary Sources

Information was collected from:

- Previous study reports
- Relevant books and journals
- Printed materials
- The official website of Lime Light Fashion Limited.

Data Analysis, Classification, & Presentation

To gain deeper insights, I engaged in both formal and informal conversations with employees and management. These interactions—though not guided by a structured questionnaire—provided valuable perspectives on how T&D is perceived and implemented in practice.

Alongside observations, I reviewed company reports and other supporting documents to cross-validate information. The data was then carefully classified, reviewed, and interpreted with a

qualitative lens—focusing on meaning, relevance, and impact rather than purely on numerical data.

The overall process involved organizing and analyzing the collected information, identifying patterns, and drawing meaningful conclusions to highlight the key findings regarding T&D practices at Lime Light Fashion Limited.

1.4 Limitations of the Study

Every research study has its own set of limitations that may affect the depth, scope, and accuracy of its findings. This study on the Training and Development practices at Lime Light Fashion Limited. was no exception. While every effort was made to ensure the quality of the research, several challenges emerged during the process that influenced the overall outcome.

The major limitations of the study are as follows:

- Adequate organizational information about Lime Light Fashion Limited. was not easily accessible, and confidential data could not be obtained.
- The limited time frame of the internship was not sufficient to explore all aspects of the company's Training and Development activities.
- Access to internal documents and papers related to T&D was restricted, which limited the scope of secondary data.
- Lack of prior experience in preparing an internship report posed challenges in structuring and presenting information effectively.
- Time constraints were a significant factor in gathering detailed information and conducting in-depth analysis.
- Many officials were often occupied with their responsibilities and unable to provide extended time for interviews or discussions.

Chapter: Two
Literature Review

2.1 Literature Review

Khan et al. (2016) highlighted that training and development programs demonstrate to employees that their managers care about their growth. This, in turn, boosts employee satisfaction, confidence, and loyalty, motivating them to contribute more to the organization's success. By equipping employees with the skills to adapt to changing environments, evolving technologies, and intense competition, these programs enable them to thrive and help the organization achieve its goals and objectives.

Noe, R. A., et al. (2014) investigated how technology has reshaped the learning process and how organizations can use it to improve their training and development programs. The authors outline both the benefits and challenges of technology-enabled learning. The advantages include enhanced accessibility, flexibility, engagement, feedback, and collaboration. However, they also highlight some potential drawbacks, such as distractions, isolation, information overload, and difficulties with transferring knowledge to real-world situations. The authors also provide guidelines for creating effective technology-driven learning programs that meet the needs, preferences, and goals of learners.

Salas, E., et al. (2012) provided a review that takes the scientific findings from training and development research and translates them into actionable insights for practitioners. The authors present a framework to help guide the design, implementation, and evaluation of training programs, structured around four key components: learning outcomes (what should be trained), design (how the training should be structured), delivery (who will deliver the training), and evaluation (how the training's effectiveness should be assessed). They also emphasize best practices for each element, while warning about common challenges and pitfalls, drawing on the most current knowledge in the field.

Brown K.G., & Sitzmann T. (2011) conducted a review that provides an in-depth overview of the latest trends and challenges in training and employee development research and practice. The authors explore several key topics, including the strategic role that training and development play in organizations, the potential benefits and challenges associated with technology-driven learning, as well as the best practices and innovative approaches in designing, delivering, and evaluating training programs. Additionally, they discuss the future implications of training and development for individuals, teams, organizations, and society at large, shedding light on how these areas are likely to evolve moving forward.

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.

Aguinis, H., & Kraiger, K. (2009) explained that review provides a comprehensive overview of the benefits of training and development at multiple levels of analysis: individual, team, organizational, and societal. The authors synthesize the empirical evidence from various

disciplines and domains, such as psychology, management, education, health care, and public policy. They also identify the factors that moderate the effectiveness of training and development programs, such as the characteristics of the learners, the trainers, the content, the context, and the evaluation methods.

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.

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 Page 6 of 43 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.

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.

Chapter: Three
Profile of the Organization

3.1 Company Overview

Lime Light Fashion Limited. is a leading 100% export-oriented garments manufacturer based in Uttara, Dhaka, Bangladesh, with over 13 years of experience in producing high-quality knit apparel. Specializing in a wide range of ready-made knitwear, the company caters to global markets including Europe, the USA, Canada, and Australia.

Our product line includes T-shirts, Polo Shirts, Tank Tops, Vests, Sweatshirts, Pajama Sets, Underwear, Nightwear, Hoodies, Joggers, Shorts, Trousers, Baby Bodies, and Baby Pants—manufactured with precision and care in our state-of-the-art production facilities. These units are equipped with advanced machinery and follow updated production procedures that ensure efficiency, quality, and consistency.

As a reputed name in Bangladesh's garment sector, Lime Light Fashion Limited. has built a solid reputation for maintaining international standards in quality, timely delivery, and competitive pricing. Our workforce is comprised of experienced professionals and a dedicated quality control team committed to meeting our clients' exact specifications.

Through Lime light fashion Limited, our sourcing and trading wing, we ensure seamless procurement of high-quality fabrics and trims, adding further value to our manufacturing capabilities. With a client-first approach, every customer account is handled by a dedicated executive, ensuring personalized service, prompt communication, and close attention to every order detail.

At Lime Light Fashion Limited., we believe in building long-term partnerships based on trust, transparency, and excellence—delivering garments that meet the evolving needs of today's global fashion market.

3.2 Mission

1. **To focus on customer needs and wants continuously and manufacture high quality of Knit & Sweaters apparels.**
2. **To establish ourselves as the leading provider of the knit, Sweaters apparels by serving international market especially for the retailer.**
3. **To strive to meet challenging markets needs though a closer working relationship with business partners, innovative manufacturing process and maintaining standard customer service.**

At Lime Light Fashion Limited., our mission is to continually focus on understanding and meeting the needs and desires of our customers. We are dedicated to manufacturing the highest quality knitwear and sweaters, ensuring that every product meets the standards of excellence our clients expect.

Our goal is to establish ourselves as the leading provider of knit and sweater apparel in the international market, particularly serving retailers. We aim to achieve this by fostering close

working relationships with our business partners, employing innovative manufacturing processes, and consistently delivering superior customer service.

By staying ahead of market trends and continuously improving our operations, we strive to meet the challenges of a dynamic industry and exceed our customers' expectations at every turn.

3.3 Vision

"To maximize synergistic benefits and become a market leader though the pursuit of high productivity, advanced technological innovation and absolute customer satisfaction by leveraging on the strengths of our core business."

At Lime Light Fashion Limited., our vision is to become a market leader by maximizing synergistic benefits through the pursuit of high productivity, advanced technological innovation, and unwavering customer satisfaction. We aim to leverage the strengths of our core business to continually elevate our performance and set new standards in the garment manufacturing industry.

By embracing innovation and focusing on efficiency, we strive to create value for our customers, business partners, and employees, ensuring long-term growth and success.

3.4 Objectives of Lime Light Fashion Limited

At Lime Light Fashion Limited., our objectives are centered around driving growth, innovation, and sustainability in the apparel industry while maintaining a commitment to customer satisfaction and operational excellence. Our strategic focus includes:

- **Sustainability:** We are dedicated to minimizing our environmental footprint by adopting resource-efficient practices and using eco-friendly materials. This approach helps us meet the growing demand for responsible business practices and ensures our long-term sustainability.
- **Employee Development:** Investing in our employees is a core priority. We provide continuous training and leadership development to cultivate a skilled, motivated, and engaged workforce, empowering them to contribute to the company's success.
- **Customer Satisfaction:** Our customers are at the heart of everything we do. We aim to consistently deliver high-quality products and services that foster brand loyalty and expand our presence in both local and international markets.
- **Innovation and Productivity:** Through technological advancements and innovative manufacturing processes, we strive to increase productivity and stay competitive in the global apparel market.

- **Corporate Social Responsibility (CSR):** Lime Light Fashion Limited. is committed to making a positive impact on society. We actively engage in CSR initiatives that support education, job creation, and empowerment of underserved communities.

3.5 Board of Directors

Shafiul Islam Jewel

(Managing Director)

Jafar Imam

(Director)

Mohammad Mofij Ullah Bablu

(Director)

3.6 Registered Office

Corporate Office

House # 08 (1st Floor), Road # 15 Sector # 12, Uttara Model Town, Uttara, Dhaka-1230, Bangladesh.

Commercial Office

Attention: Bablu
House No. # 417/2 (2nd Floor), Block # C, Khilgaon, Dhaka-1219, Bangladesh.

Mobile: +880 17 1198 6985

Email: bablu@jblfashions.com

Quick Contacts

Tel: +88 02 55085626 +88 02 55085627 +88 02 55085628

Email: info@jblfashions.com

3.7 Our Business Partners



3.8. Our Product











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3.9 SWOT Analysis

Strengths

- **Reputable Brand in Knitwear:** Lime Light Fashion Limited. has developed a strong reputation in Bangladesh and abroad for its quality knit garments and commitment to excellence.
- **Experienced Workforce:** With over 13 years in the industry and a team of skilled professionals, the company ensures consistent production and quality standards.
- **Modern Infrastructure:** The company operates with state-of-the-art machinery and upgraded production processes, enhancing efficiency and output**.**
- **Strong Export Network:** Lime Light Fashion Limited. exports to major international markets including Europe, the USA, Canada, and Australia, contributing to global brand visibility.
- **Dedicated Customer Service:** Personalized service for each client ensures prompt communication and responsiveness, leading to high customer satisfaction and retention.
- **Focus on Quality and Timely Delivery:** The company maintains strict quality control processes and emphasizes on-time delivery, helping it build long-term buyer trust.

Weaknesses

- **Limited Product Diversification:** While the company excels in knitwear, the lack of woven or mixed fabric products could limit its market adaptability.
- **Dependence on Specific Markets:** Heavy reliance on a few key export markets may pose risks if trade conditions or demand shifts.
- **Limited Marketing Initiatives:** The company lacks a strong promotional and branding strategy, which could reduce global visibility and competitiveness.
- **High Production Costs:** Despite operational efficiency, the cost of maintaining advanced facilities may impact price competitiveness in cost-sensitive markets.
- **Managerial Span Limitations**: A lean management structure may lead to inefficiencies in handling multiple departments or scaling up operations.

Opportunities

- **Growing Demand for Ethical Fashion**: There is increasing global demand for sustainable and ethically made garments—an area Lime Light Fashion Limited. can tap into with eco-friendly practices.
- **Expanding Global Market:** Continued growth in the international apparel market, especially in emerging economies, opens doors for new export opportunities.
- **Innovative Product Lines:** Introducing new product categories, such as organic cotton garments or tech-integrated apparel, can help the company stand out.

- **Strategic Partnerships**: Collaborations with international brands or buyers could expand reach and provide technical or financial leverage.
- **E-commerce Expansion:** Leveraging digital platforms to directly reach global customers can open new revenue streams beyond traditional buyers.

Threats

- **Intense Industry Competition:** The global garment sector is highly competitive, and price wars with low-cost producers can affect profitability.
- **Regulatory Challenges:** Changes in trade policies, labor laws, or environmental regulations may disrupt operations and raise compliance costs.
- **Fluctuating Raw Material Prices:** Price volatility in cotton and other raw materials can affect production costs and margins.
- **Economic Instability in Target Markets:** Economic downturns in key export destinations could lead to reduced orders or delayed payments.
- **Changing Consumer Trends:** Rapidly evolving fashion trends demand constant innovation and flexibility, which may strain resources.

Chapter: Four
Internship Responsibilities

4.1 Internship Responsibilities

Internship is a procedure where at the first time I get some experience of real work life. It was very exciting and enthusiast matter for me. Since I start my internship, I learned a lot of things about corporate life and office life and that's going to increase my ability to perform my tasks and jobs in near future. As I working in "Training and Development" Section of HR department, so I have an overall idea what I need to in my office to run this section.

Working at Lime light fashion Limited, is always a great and wonderful Experience, because it is one of the most renowned company and industrial family of Bangladesh, where HR practices done by almost hundred percent. My job responsibility wasn't limited by one task,

Organization	**Lime Light Fashion Limited**
Working Hours	9:00 A.M To 5:00 P.M
Time Period	January -March
Department	Human Resources Management

- Assisted in organizing and coordinating employee training sessions, both on-site and virtual, ensuring smooth execution and high participation rates.
- Contributed to the development of training materials, workshops, and presentations aimed at enhancing employee skills, particularly in customer service.
- Participated in monitoring and evaluating the effectiveness of training programs by collecting employee feedback and suggesting improvements based on insights.
- Supported the execution of orientation sessions for new employees, helping them understand the company’s mission, values, culture, and operational processes.
- Accompanied supervisor on factory visits to gain practical insights into production operations and workforce management.
- Created and maintained comprehensive records for employees involved in training and development programs to ensure accurate tracking and compliance.
- Prepared reports and presentations summarizing employee development progress, training outcomes, and identified future training needs.

Chapter: Five
Analysis of the Study

5.1 Training and Development Practices of Lime Light Fashion Limited

At Lime Light Fashion Limited., we know our people are the heart of our success. That's why we put a strong focus on training and development—it's how we grow as a company and help our team grow in their careers. We believe that when our employees keep learning, building new skills, and stepping into leadership roles, we all move forward together.

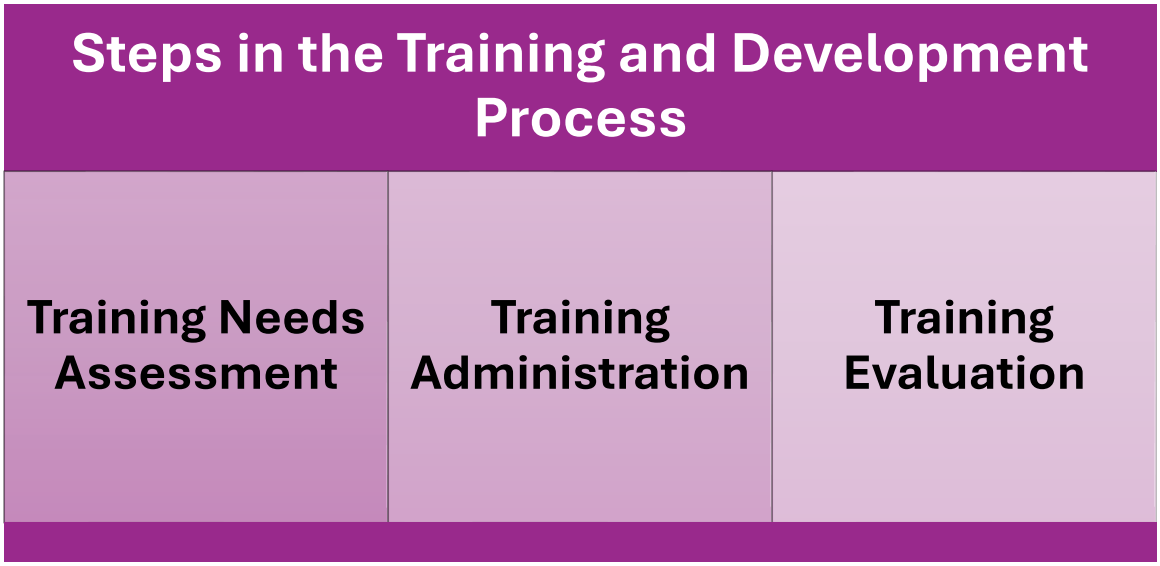
We've built a work environment that encourages learning, innovation, and personal growth. But it's not just about the resources we provide—it's also about our team's drive to take on new challenges and keep improving. Our training programs are shaped by real feedback and performance reviews, making sure they truly support both individual goals and company priorities.

From hands-on training and mentoring to job rotation and workshops, we offer a range of opportunities to learn and grow. We also make sure every new team member gets a strong start with a proper induction process. Most importantly, we're committed to making sure everyone—no matter their role—has equal access to these opportunities. Because when our people thrive, so does Lime Light Fashion Limited.

Objectives of Training and Development at Lime Light Fashion Limited.:

- To improve employee performance and efficiency in their specific roles.
- To prepare staff for future roles through leadership and supervisory training.
- To build cohesive and effective teams by enhancing communication and collaboration.
- To instill a culture focused on high standards of quality and operational excellence.
- To keep employees informed about industry trends, compliance standards, and technological advancements.

5.2 Steps in the Training and Development Process Lime Light Fashion Limited



A. Training Needs Assessment

At Lime Light Fashion Limited., identifying the right training starts with understanding what our people truly need to grow. That's why the first step in our training process is a Training Needs Assessment, where both employees and supervisors work together to spot skill gaps and areas for improvement.

We trust our employees to know where they need support, so we encourage them to reflect on their performance and talk openly with their supervisors. On the other side, supervisors regularly observe performance and help pinpoint where additional training could make a real difference.

Together, they create an Annual Training Plan and suggest any external training opportunities that could help. These recommendations are then reviewed by our HR team to ensure they align with both individual goals and our company's strategic direction.

The purpose of this step is clear: to make sure any training we offer is meaningful, job-relevant, and contributes directly to improved performance—for both the individual and the company as a whole.

B. Training Administration

At Lime Light Fashion Limited., our HR Department plays a key role in making sure training programs run smoothly from start to finish. Once supervisors share their Annual Training Plans and any External Training Recommendations, HR steps in to review everything carefully. The goal is to make sure the suggested training is truly needed and supports both employee development and our overall business objectives.

Next, HR looks into available training options—comparing content, providers, and costs. Once they've found the best fit, they get approval from the Managing Director before moving forward.

After approval, HR informs the employees and their supervisors about the training details—what it's about, when and where it's happening, and what to expect. They take care of all the logistics, including registration and paperwork, so everything is in place for a smooth training experience.

Lastly, HR keeps detailed records of each employee's training history. This helps track progress and supports long-term development planning.

C. Training Evaluation

At Lime Light Fashion Limited., both employees and line supervisors play a crucial role in the training evaluation process, ensuring that it is accurate and valuable. The evaluation process consists of four key segments:

1. Reaction: Employees provide feedback on their experience and satisfaction with the training.
2. Learning: Employees evaluate the skills and knowledge gained during the training.
3. Transfer of Learning: Employees apply their new skills to daily tasks.
4. Improvement in Organizational Work: Assessing the impact of training on overall job performance and company outcomes.

Employee Role:

Employees are expected to apply what they've learned in their work and compare their performance before and after the training. They identify any improvements and share their feedback with their line supervisors, including any suggestions for improvement. This helps assess the effectiveness of the training in terms of Reaction, Learning, and Transfer of Learning.

Supervisor Role:

Supervisors are responsible for several tasks during the evaluation process. They prepare surveys to collect feedback on employees' reactions to the training. They also conduct interviews to understand what employees have learned. This data is stored for future reference and compared to employees past performance.

Supervisors observe how well employees implement their new knowledge in the workplace, creating work samples and having follow-up discussions. If issues are identified, supervisors document them to improve future training programs.

Final Evaluation and Report:

After collecting all necessary data, supervisors compile a report summarizing the evaluation and send it to HR. The HR department reviews the report to assess the training program's effectiveness. The final step is the Cost-Benefit Analysis, where HR calculates the Return on Investment (ROI) to determine if the benefits of the training justify its costs.

This comprehensive evaluation ensures that Lime Light Fashion Limited. continuously enhances its training programs, improves employee performance, and optimizes the return on training investments.

5.3 Training Methods of Lime Light Fashion Limited

Lime Light Fashion Limited **only** follows **On-the-Job Training** methods to develop and train its employees. The company focuses on providing hands-on experience and real-time learning to ensure effective skill development.

1. On the job training

- **Coaching**: In this approach, the manager acts as a coach, training a subordinate to prepare for future roles. The trainee assists the senior officer, learning the job to fill any upcoming vacancies. The manager keeps a development file for each trainee, tracking the skills they're learning, the training they're receiving, and how well they're performing.
- **Job Rotation:** Trainees rotate through different jobs regularly, helping them gain a broader understanding of the company. It promotes healthy competition among trainees and improves communication between departments. However, if not managed well, it can cause confusion and affect morale.
- **Special Projects and Task Forces**: This involves assigning trainees projects that are important to the department's goals. For example, a trainee may work on creating a cost control system. This experience helps them learn about cost management and how different departments, like accounting, interact.
- **Experience**: Learning by doing is one of the oldest methods of development. People learn from their own experiences, but it can be a slow and inefficient process, sometimes wasting time.
- **Selective Readings**: Managers can stay updated by reading professional books, journals, and research. Many organizations have libraries for managers to help them improve their skills and knowledge of the latest trends in management.
- **Multiple Management**: This system involves forming advisory committees made up of managers who study company problems and suggest solutions to senior management. It's sometimes called a junior board of executives. These committees analyze issues and provide different perspectives to help make decisions.

5.4 Training Provided by the Lime light fashion Limited

Our Training

- Orientation of newly recruited workers and employees on Labor Act and Company regulations.
- Company CoC
- Working Hours, Extra Duties and it's calculations
- Compensation and Benefits
- Zero Tolerance policy
- Threat awareness ✓
- Occupational Health & Safety
- Worker Rights and Responsibilities
- First Aid
- Safety Measures for Chemical Using
- Electrical safety Awareness

- Earth Quake Awareness
- Personal Protective Equipment
- Boiler Operating Procedure
- Fire Safety
- Expecting Mother Awareness
- HIV/AIDS
- Transmittable/non-transmittable diseases
- Machine Operating Procedure
- Disciplinary Procedure
- Participation Committee function and contribution
- Environmental Awareness
- Buyer Code of Conduct

- **Orientation for New Employees**

Introduction to the Bangladesh Labor Act, company rules, organizational culture, and workplace expectations to help new hires integrate smoothly.

- **Code of Conduct (CoC)**

Clear guidelines outlining professional behavior, ethical standards, and the expected decorum within the workplace.

- **Working Hours and Extra Duties**

Explanation of standard working hours, overtime rules, shift schedules, and employee entitlements related to working time.

- **Compensation and Benefits**

Overview of salary structure, allowances, performance bonuses, attendance incentives, leave policies, and employee welfare schemes.

- **Zero Tolerance Policy**

Strict policies against workplace harassment, abuse, discrimination, and unethical behavior—promoting a respectful and safe work environment.

- **Threat Awareness**

Training employees to recognize, report, and respond to various security threats or suspicious activities within the workplace.

- **Occupational Health & Safety**

Ensuring safe workplace conditions through education on proper safety practices, risk identification, and emergency preparedness.

- **Worker Rights and Responsibilities**

Educating employees about their legal rights, duties, and responsibilities under the labor law and company policy.

- **First Aid**

Basic life-saving techniques, CPR, wound care, and emergency response procedures taught to enable quick reaction in case of accidents.

- **Chemical Safety**

Guidelines for the safe handling, labeling, storage, and disposal of hazardous substances used in production processes**.**

- **Electrical Safety Awareness**

Precautionary measures and safe practices when working with or around electrical installations and equipment.

- **Earthquake Awareness**

Instructions on how to act during an earthquake, evacuation procedures, and post-event safety measures.

- **Personal Protective Equipment (PPE)**

Training on the correct usage, maintenance, and importance of PPE in reducing workplace injuries and health risks.

- **Boiler Operating Procedure**

Safety protocols and operational instructions for handling industrial boilers, including emergency shutdown procedures**.**

- **Fire Safety**

Fire prevention training, use of extinguishers, evacuation drills, and roles of fire marshals in case of fire emergencies.

- **Expecting Mother Awareness**

Providing education on workplace accommodations, maternity benefits, and support systems available for pregnant employees**.**

- **HIV/AIDS Awareness**

Raising awareness to reduce stigma, promote understanding, and encourage safe practices regarding HIV/AIDS.

- **Transmittable and Non-Transmittable Diseases**

Training focused on hygiene, prevention, and handling of illnesses like influenza, tuberculosis, and lifestyle-related conditions.

- **Machine Operating Procedure**

Hands-on training for safely using machinery, understanding operational controls, and preventing mechanical accidents.

- **Disciplinary Procedures**

Clear explanation of company disciplinary rules, consequences of misconduct, and the steps involved in disciplinary action.

- **Participation Committee**

Informing employees about their right to participate in the committee, its roles, and how it helps maintain worker-management harmony.

- **Environmental Awareness**

Promoting sustainable practices such as waste reduction, energy conservation, and resource-efficient production.

- **Buyer Code of Conduct**

Familiarizing employees with the ethical, environmental, and labor standards expected by global buyers and brand partners.

Chapter: Six
Findings

6.1 Findings

1. Lack of training need measurement

2. Lack of proper schedule of the training and development program

3. Lack of proper evaluation after training and development program

4. Training method are not enough structured

5. The notification of training is not given to the nominated from the HRD. For these reasons, the trainee does not able to get proper idea about the training

6. Lime Light Fashion Limited doesn't proper concentrate on training assessment

7. There is no particular process routinely followed by Lime Light Fashion Limited for identifying the deficiencies in performance level and skill before providing the training program**.**

8. In Lime Light Fashion Limited the employees don't have off the job training facilities. It is necessary to train an employee with off the job training.

9. Lime Light Fashion Limited doesn't provide proper concentration on before and after training assessment.

Chapter: Seven
Recommendations & Conclusion

7.1 Recommendations

1. Implement a comprehensive needs assessment process to identify specific training gaps and tailor programs accordingly.
2. Diversify training methods beyond traditional lectures to include interactive workshops, simulations, case studies, and online learning modules.
3. Develop a robust evaluation system to measure the effectiveness of training programs, including pre- and post-training assessments, feedback surveys, and performance evaluations
4. Leverage technology to enhance training delivery and accessibility, such as using Learning Management Systems (LMS) and online resources.
5. Ensure that training programs are aligned with the organization's strategic goals and objectives.
6. Solicit employee input and feedback on training needs and preferences.
7. Foster a culture of continuous learning and development within the organization
8. Time schedule of the training and development program may be arranged properly.
9. Lime Light Fashion Limited should start off the job training for employees.

7.2 Conclusion

In the dynamic and competitive fashion industry, Lime Light Fashion Limited. is committed to the continuous growth and development of its workforce. Throughout my internship, I observed that the company acknowledges the importance of training and development as key to its success. Lime Light has made impressive strides in providing skill development opportunities, yet some areas could benefit from further refinement. The current training programs, from identifying training needs to their execution, reflect a strong commitment to enhancing employee skills. However, challenges such as inconsistent scheduling, lack of a structured training needs assessment, and limited post-training evaluations have impacted the overall effectiveness of these programs. Additionally, communication gaps and the absence of dedicated off-the-job training facilities are factors that hinder the training process. Despite these challenges, Lime Light Fashion Limited. remains focused on strengthening its workforce through continuous learning. By addressing the issues identified, such as refining training evaluations, improving communication about training programs, and adopting a more structured approach to identifying training needs, the company can significantly improve the effectiveness of its training programs.

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