

JOB DESCRIPTION

Job Title	: Head Training & development	Reporting To	: CEO
Department	: Corporate Office	Location	: Pune

Role & responsibilities	<p>Responsible for employee development, skill enhancement, competency mapping, career counseling, content creation and dissemination</p> <p>Lay down the skill set requirements for each job position in the company in the area of both technical & behavioral skills</p> <p>Develop enhancement programmes for each type of skill</p> <p>Set up an in house training facility for the classroom training of the staff</p> <p>Create and update paper and electronic versions of manuals and training material. Ensure regular updating of the material</p> <p>Set up systems and processes for ongoing feedback to determine gaps or skill enhancement requirements and conduct skill enhancement sessions on a regular basis</p> <p>Promote the culture of self motivated learning in the organization</p> <p>Set up the culture of “Train the Trainer” to have a multiplier effect and speedier implementation of the training programmes</p> <p>Tie up with education institutes and independent network of external trainers for ongoing training by specialists where required.</p> <p>Conduct E learning and E Testing programmes on a regular basis and incorporate the results within the overall appraisal process</p> <p>Work closely with the Human Resources team for planning career development and enhancing employee ownership</p> <p>Plan and conduct productivity enhancement workshops with measurable output</p> <p>Set up an employee training dashboard with regular MIS and reports</p>
Skills/Knowledge prerequisites	<p>Knowledge of technology based learning tools</p> <p>Ability to motivate, impart learning and work with all levels of staff</p> <p>Strong academic skills with a passion for teaching</p> <p>Ability to channelise internal and external resources for training and development</p> <p>Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while being cost-sensitive. Commitment to continuous learning.</p>
Educational Qualifications	Post - Graduate/ MBA in any discipline / CA / or equivalent
Experience Profile	12 years plus experience in Services industry required. Experience of teaching related subjects in premier post graduate educational institutes would be an advantage
Personality Traits	<p>Strong interpersonal, articulation, written & oral communication skills</p> <p>Eye for detail and task-oriented</p> <p>Good Leadership Quality</p> <p>Ability to accept challenges</p>