Job Description of Training Manager

Function	Training Department
Job Summary	The Training Manager will identify and monitor training needs in the organization, and design, plan, and implement training programs, policies, and procedures to fulfil those needs.
Job Designation	Manager/Assistant Manager
Job Role	Trainer
Location	Bengaluru – Head Office
No. of Opening	One (1)

Duties/Responsibilities

- Reviews existing training programs; suggests enhancements and modifications to improve engagement, learning to meet the changing needs of the organisation.
- Research new training materials and to enhance training procedures and provide value to employees.
- Ensures that training materials and programs are current, accurate, and effective.
- Upgrades knowledge of new methods and techniques for training, and training requirements applicable to the organization.
- Identifying training needs by consulting with stakeholders and using needs assessments.
- Develops annual training calendar and monthly training schedules
- Selects and manages resources, including working with both internal employees and training vendors to develop and deliver training.
- On-board new hires and assign them to training sessions.
- Conducts or facilitates required and recommended training programmes.
- Assesses the effectiveness of training events in relation to organisation and individual objectives.
- Collaborates with vendors and third-party training providers to arrange employee registration for and participation in outside training programs.
- Ensures that training goals are met while adhering to approved training budget.
- Prepares and implements training budget.
- Administrates training application/software.
- Performs other related duties as assigned.

Required Skills/Knowledge

- Knowledge of learning and development best practices.
- Thorough understanding of training processes and designing of training materials.
- Excellent verbal and written communication skills with strong graphic design ability.
- Proficient with Microsoft Office Suite or related software.
- Ability to manage team.
- Preferred languages : English, Hindi, any regional language(s)

Education and Experience

- Bachelor's degree in education, human resources or a related discipline.
- At least two years of experience in training with one year of supervisory experience required.