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Name of the Course/Job Role	Executive (Training) in IT/ITeS
Job Description	Learning Outcomes
<ul style="list-style-type: none"> • Schedule and coordinate training sessions, including venue, equipment, and necessary resources. • Send training invitations and reminders to participants and manage attendance records. • Prepare training materials, presentations, handouts, and other resources required for sessions. • Assist trainers and facilitators with the setup and smooth execution of training sessions. • Deliver introductory or orientation sessions for new employees, covering essential company policies and practices. • Respond to participant questions and provide guidance to ensure understanding of training content. • Collect and compile feedback from training sessions to assess program effectiveness and identify areas for improvement. • Maintain accurate training records, including participant attendance, evaluation scores, and completion rates. • Generate reports and provide insights on training activities for review by senior staff. • Support the development of training content and suggest enhancements to improve learning engagement. • Collaborate with senior training staff to update materials, processes, and best practices. • Stay updated on industry training standards and suggest relevant practices to improve training programs. <p>Preferred Skills</p> <ul style="list-style-type: none"> • Experience with e-learning platforms or virtual training tools. • Familiarity with adult learning principles and training evaluation methods. 	<ul style="list-style-type: none"> • Train new hire as per company policy • Conduct process specific training • Assess training properly • Certify after successful completion of training • Conduct appropriate trainings based on assessment • Prepare the training curriculum / content • Implement the curriculum successfully and in a timely manner • Achieve anticipated training output • Review existing training materials • Recommend revisions of training material as necessary • Prepare and follow classroom management plan • Adhere in implementing classroom management plan • Follow timelines and complete syllabus • Identify appropriate T-L process • Follow effective T-L process • Identify the parameters for taring progress • Monitor progress of new hires during and after training • Assist in generating training completion reports • Hold calibration sessions to ensure standardization of the learning systems • Apply People Management principles • Apply People Development Principles • Provide support to Operation team to meet targets • Provide support to operations team how to sustain targets • Guide support team to accurate & timely analysis of training progress • Improve process performance metrics continuously • Collate data & generate MIS report • Mentor/ coach and counsel trainers and develop their skills • Hold calibration sessions to ensure standardization • Support to Operation team to meet target • Follow team development process • Exhibit mentoring process • Develop instrument for collecting data