

December '22	
<b>Job Description for Trainer / Sr. Trainer - L&amp;D in K12 Orchids</b>	
<b>Designation:</b>	Trainer
<b>Base Job Location:</b>	Bangalore, Mumbai & Gurgaon
<b>Reporting Manager:</b>	Head - L&D or Sr. Manager- L&D
<b>Role Overview:</b>	Planning, Publishing Training Calendars, Monitoring Calendar Adherence, Following up on Non-adherence, Measuring Training Effectiveness and Monitoring & Managing LMS Reports
<b>Responsibilities:</b>	Responsibilities include communicating with managers to identify training needs and mapping out development plans for teams and individuals. Responsible for planning and execution, managing, designing, developing, coordinating and conducting all training programs.
<b>Employment Type:</b>	Full Time Employee
<b>Expected Date of Joining:</b>	Soon as possible
<b>Preferred Domain:</b>	Education or E-Commerce
<b>Working Expectations:</b>	<ul style="list-style-type: none"> <li>- Work from office or branches. No work from home.</li> <li>- Work from Monday through Saturday with second and fourth Saturday off.</li> <li>- Clock 8.5 hours of login time every day.</li> <li>- Leaves as per Company Policy.</li> </ul>
<b>Requirements</b>	
<b>Overview of the Role</b>	
Trainer / Sr. Trainer - L&D will responsible for looking after the training needs of all the assigned States and for delivering training to Operations Staff at Warehouses & Hubs	
<b>Size of responsibility</b>	
<b>Financial</b>	ROI on training done in all the assigned States
<b>Non - Financial</b>	Process & Soft Skills training leads to customer satisfaction
	Well-trained Staff
<b>Operating Network</b>	
<b>Internal</b>	Operations & Academics Teams
<b>External</b>	NA
<b>Minimum Requirements</b>	

Graduate	
TTT certification or any other training certification will be an advantage	
<b>Knowledge &amp; Skills</b>	
<b>Knowledge</b>	Clear understanding of training methodologies, adult learning principles
	Awareness of Instructional Design principles
	Knowledge / exposure to e-learning will be an advantage
	Data interpretation and analysis
<b>Skills</b>	Thorough knowledge of MS Word, MS Excel and MS PowerPoint is highly desirable
	Excellent verbal and written communications skills
	Excellent presentation, organizational, and planning skills
	Ability to work effectively as a member of a dynamic team
	Working in challenging environments
<b>Role Dimensions</b>	
<b>Market Knowledge</b>	Should have fair knowledge about the Education domain
	To act as the subject matter expert on all the processes for his region
<b>Planning</b>	Able to schedule training programs in alignment with the training needs
	Plan trainers' calendar and adherence
	Able to schedule training programs in alignment with the launch dates
<b>Impact Focus</b>	Trainees across all levels should be able to take back the learnings and implement
	Support OJT from all implementation platforms
<b>Customer Obsession</b>	Live K12-Orchids value of "Customer First" through all training platforms
<b>Execution</b>	Conduct training on new practices, procedures and systems.
	To undertake ongoing training and development in the delivery and support of training and learning to ensure delivery is effective and efficient.
	To deliver training on time and within identified budget parameters agreed with operations or his Manager
	To champion new/change processes
	Facilitate Instructor-Led, On-the-Job and Blended Learning training classes for Executives, Leads, and Managers, to deliver new process/skills and knowledge, refreshers and updates as necessary on our sites.

	Demonstrate knowledge of adult learning and training practices especially in technical support contexts.
<b>Effective Communication</b>	Open communication with Operations and Academics teams
	Communicate through training conducted
	Ability to communicate at all level
<b>People Focus</b>	Team player with strong ability to drive
	Ability to work effectively as a leading member of a dynamic, dispersed team
<b>CTC</b>	Trainer: 5 - 6 Lakh LPA Sr. Trainer: 9 – 10 LPA