

## **Post: Soft skills & Aptitude Trainers**

### **Qualifications & Skills required**

- Bachelor's degree in Arts, PR, HR, Business administration or relevant field
- Proven experience as certified trainer
- Understanding of effective teaching methodologies and tools
- Willingness to keep abreast of new techniques in teaching
- Proficient in MS Office (esp. PowerPoint); e-learning software is an asset
- Phenomenal communication, presentation and public speaking skills
- Organizational and time management abilities
- Critical thinking and decision making

### **Job Description**

1. Liaise with Heads of Institutes to determine training needs and schedule training sessions
2. Design effective training programs
3. Conduct seminars, workshops, individual training sessions etc.
4. Prepare educational material such as module summaries, videos etc.
5. Support and mentor new employees/students
6. Keep attendance and other records
7. Manage training budgets
8. Conduct evaluations to identify areas of improvement
9. Monitor employee/students' performance and response to training