

## Training and Development Specialists

### Description

Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.

- Liaise with managers to determine training needs  
Create a training calendar & design an effective training program that can be delivered in person as well as through recorded content, and schedule training sessions, at both internal & external venues  
Conduct seminars, workshops, individual training sessions, etc.
- Prepare educational material such as module summaries, videos, etc.  
Support and mentor new employees on Product, sales etc
- Manage training budgets and travelling
- Constantly fine-tune & improve training based on training feedback  
Great at communication, presentation and public speaking  
Willingness to keep abreast of new techniques in corporate teaching  
Proficient in MS Office (esp. PowerPoint); e-learning **software** is an asset  
Organizational and time management abilities
- Build strong relations between employees and the Organisation
- Product knowledge and Target vs Achievement. etc.
- Retail KPI'S
- Reports preparation

### Hiring organization

Sri Devi Group

### Employment Type

Full-time

### Job Location

Hyderabad, Telangana, India

### Date posted

December 21, 2023