

UNIVERSITY RESOURCE CENTRE- EDUCATION LEADERSHIP AND GOVERNANCE - PEOPLE DEVELOPMENT

People Development Specialist - Training & Development

Location | Bangalore

Position ID: PDS-T&D /URC-ELG-PD

Role

Work directly as well as with partners to offer development programs for education functionaries at various levels. Act as master facilitators to develop these functionaries and foundation's field staff essentially by:-

- Carrying out Development Needs Analysis
- Designing, developing, reviewing, improving and packaging Education Leadership and Management Programs
- Conducting these programs
- Documentation of various processes and feedbacks received and analyze them for improvement.

Qualification and Experience

- Post-Graduation in any discipline, preferably education, social sciences or management
- Formal training on 'training and development' and 'instructional design approaches' would be an added advantage.
- Minimum 8, preferably 10 to 15 years.
- Excellent track record of facilitating training and development programs for adults.
- Experience of developing master facilitators (with capabilities of facilitation, content development and effective delivery) would be an added advantage.
- Qualified in carrying-out studies pertaining to people development processes as part of people capability development initiatives
- Being a trainer/coach/mentor by certification is desirable
- Experience of bringing change in the knowledge, attitude and practice of people.
- Proficiency in English and Kannada or English and Hindi
- Computer literacy – well versed in e-mail, Word, Excel and Power Point

Attributes and Personal Competencies

- Strong conceptual and analytical skills to understand the context of the sector and identify development needs of target groups
- Willingness to engage intensely with government systems and processes and work to support the same with empathy and humility
- Willingness to learn about the education system and new concepts in Education Leadership and Management
- Ability to develop in program participants the capability to drive desired change
- Floor facilitation skills to carry out effective training and development
- Ability to facilitate small and large group discussions to build convergence around new ideas
- Coaching skills would be an added advantage
- Good writing skills and an ability to create easy to understand content for training and development programs
- Good project management skills to plan content development projects
- Ability to capture and analyze feedback, draw learning and incorporate the same for continuous improvement of performance.