



Job Description

## Position: Senior Manager/Manager - L & D

Company overview: Japanese trading company

## **Position Overview**

A Learning and Development (L&D) Senior Manager/Manager will develop and implement learning strategies, designs elearning courses, and manage budgets. Assess development needs, deliver training, and evaluate effectiveness. Strong communication, project management, and budgeting skills are required. Proven experience and knowledge of effective learning methods are essential. He/She is responsible for overseeing training programs that enhance employee skills and align with organizational goals.

## **Essential Responsibilities**

**Developing Learning Strategies**: Creating and executing learning strategies and programs that align with the organization's objectives.

Assessing Development Needs: Evaluating individual and organizational development needs to identify skill gaps. Designing Training Programs: Designing and delivering e-learning courses, workshops, and other training sessions. Implementing Learning Methods: Deploying various learning methods companywide, such as coaching, job-shadowing, and online training.

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**Conducting Training Sessions**: Conduct engaging and effective training sessions. **Evaluating Training Effectiveness**: Assessing the success of development plans and helping employees make the most of learning opportunities.

Managing Budgets and Vendor Relationships : Overseeing budgets and negotiating contracts with external training providers.

 Collaborating with Managers : Helping managers develop their team members through career pathing.

 Fostering Continuous Development: Promoting a culture of continuous learning by providing ongoing development opportunities and staying updated on training trends and best practices.

 Software Skills:

 Proficient in Microsoft suite

 Proficient in MS Office and Learning Management Systems (LMS)

 Excellent communication and negotiation skills; sharp business acumen

 Ability to build rapport with employees and vendors

 Other information:

 Experience & Requirements: 12-15 Years Above into Automotive Industry or Trading.

 Industry: Automotive Industry/Trading

 Education: Graduate/ Postgraduate

 Location: Bangalore (WTC) Office

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