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*We create a better world by helping companies become great workplaces.*

## ABOUT THE ORGANIZATION

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Great Place To Work® Institute is a global management research and consulting firm dedicated at enabling organizations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building performance based on trust. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 58 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.

## POSITION: Manager - Training & Certification

*Location: Mumbai*

<b>Role</b>	Manager - Training & Certification
<b>Description</b>	Training & Certification is a strategically important function at Great Place to Work®. You will be responsible for developing and implementing an organisation-wide Learning, Certification and Development strategy that facilitates and drives individual development and capacity building in line with institutional requirements. The position will involve collaborating effectively with people at all job levels and interacting with a diverse group of individuals and personalities to ensure individual, functional and organisational goals.
<b>Required Experience</b>	Proven 4 to 5 years of work experience as a Training Manager.
<b>Salary</b>	At par with industry standards
<b>Required Competencies</b>	<ul style="list-style-type: none"> <li>• High quality written and verbal communication skills, strong listening skills</li> <li>• Excellent facilitation skills - creating learning experiences that engage learners to achieve and demonstrate learning outcomes to drive ROI</li> <li>• Excellent interpersonal skills and a demonstrated ability to interact with all levels of the Organization.</li> <li>• Demonstrated success in implementing innovative training techniques and learning technologies in multiple areas, including managerial and leadership development areas.</li> <li>• Experience in conducting organisational, program level, and individual needs analysis to identify learning and development needs; experience in running targeted development programs.</li> <li>• Good knowledge of the training/learning related offerings available in the market, including relevant training organisations and service providers.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conducting Training Needs Analysis (process efficiencies and functional job skill mapping) using both structured and informal methods to capture requirements across the institution; identifying current and future developmental needs at the individual level, and capacity building requirements at the institutional level.</li> <li>• Conceptualizing innovative and flexible methods to address the identified developmental and capacity building needs, including identifying external training programs and conferences, the design and delivery of in-house training sessions, enrolment in online learning programs, mentoring, selflearning, and other methods as appropriate.</li> <li>• Drawing up a comprehensive Training &amp; Certification Plan based on the developmental needs and methods identified.</li> </ul>

	<ul style="list-style-type: none"> <li>• Driving and facilitating the implementation of the Training &amp; Certification Plan to ensure smooth execution with effective outcomes; providing thought leadership around program design and delivery.</li> <li>• Monitoring and evaluation of both structured and informal methods used; making continuous improvements in the approach, process and procedures as appropriate.</li> <li>• Organising and anchoring the New Hire Orientation programme to enable easy settling-in of recruits.</li> <li>• Refining existing systems and processes and setting up new processes as required, including preparing and tracking the annual L&amp;D Budget; creating and updating the Training Calendar; tracking training attendance; capturing feedback on training programs as well as conferences and workshops attended.</li> <li>• Tracking L&amp;D related data and generating regular MIS reports as required.</li> <li>• Maintaining a keen understanding of learning &amp; development trends, developments, and best practices.</li> </ul>
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#### LOCATION

This is a paid position with a competitive salary, located in Mumbai (currently due to COVID-19 spread, all our people are working from home and may continue to do so for the next few months).

#### WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous organizations transform their workplaces and thereby impact industry and society.
- You will get the opportunity to learn continuously from the best employers globally.
- You will have the opportunity to write articles, address seminars and be known as a thought leader.
- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie.

#### CONTACT

Please email your updated resume, along with a cover letter addressing how you meet the above requirements, to [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com) (Subject: Application for Manager - Training and Certification\_Name).

#### DIVERSITY POLICY

Great Place to Work® is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

Please reach out to us: [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com)

To read more about us: <https://www.greatplacetowork.in/>

