

Role Title	Trainer – Life Skills
Role Purpose	Responsible for developing and enhancing students' interpersonal and intrapersonal skills, fostering personality development, and preparing them for industry readiness. This role aims to equip students with essential soft skills necessary for personal and professional success in a dynamic global environment.
Reports to	Senior Director
Educational Qualification And Experience	MBA in Human Resources or equivalent degree or related field or master Degree in psychology. Additionally, certifications in life skills training or related areas will be an added advantage. AND Minimum 6 years' work experience in designing, developing and delivering life skills training content in a training institution or in a corporate setting.
Key Objectives	<ol style="list-style-type: none"> 1. Coach students to develop essential soft skills required in personal and professional life. 2. Enhance holistic growth potential in a learning environment that encourages participation and learning without any inhibition. 3. Build behavioural skill-sets through experiential learning to address current interpersonal and intrapersonal challenges in personal and professional settings.
Key Responsibilities	<p>1) Training Delivery</p> <ul style="list-style-type: none"> ✓ Conducting engaging and effective training sessions using innovative techniques such as flipped classrooms, interactive workshops, and practical simulations. ✓ Leading training sessions that include communication skills, personality development, business communication skills, and corporate readiness skills. ✓ Implementing psychometric profiling tests and activities to help students understand and adapt to the VUCA (Volatile, Uncertain, Complex, and Ambiguous) world. ✓ Prepare students to embody the ethos of 21st-century corporate citizenship. ✓ Creating Interactive Learning Environments by incorporating a variety of teaching methodologies that may range from workshops to practical simulations like <ul style="list-style-type: none"> ○ Workshops: Workshops provide hands-on opportunities for trainees to apply what they've learnt in a safe and controlled setting. ○ Simulations: Engage participants with real-life scenarios, enhancing their problem-solving skills and applying knowledge in context. ✓ Reinforcing positive behaviours through various activities and initiatives geared towards developing strong self-esteem and self-worth. ✓ Developing and enhancing business communication skills like presentation skills, group discussion, business writing, etc. <p>2) Assessment and Evaluation</p> <ul style="list-style-type: none"> ✓ Assessing trainees' progress and the effectiveness of training programs through feedback surveys and performance data analysis.

	<ul style="list-style-type: none"> ✓ Modify training content and delivery methods based on evaluation outcomes to optimize learning effectiveness. <p>3) Support and Mentoring</p> <ul style="list-style-type: none"> ✓ Working closely with other trainers, faculty, and stakeholders to ensure the seamless integration of life skills training into regular coursework. ✓ Coordinating with placement manager to understand the skills required by industries and the feedback of the industries on previous placements, and tailoring training programs accordingly. <p>4) Reporting and Documentation</p> <ul style="list-style-type: none"> ✓ Maintaining records of training activities and outcomes. ✓ Preparing reports on training effectiveness and trainee progress. <p>5) Evaluating Effectiveness</p> <ul style="list-style-type: none"> ✓ Implementing feedback surveys and analysing trainee performance data to measure learning outcomes. ✓ Adjusting training content and methods based on feedback and evaluation results. <p>6) Continuous Improvement</p> <ul style="list-style-type: none"> ✓ Staying updated with the latest trends in life skills training and incorporating new methods and technologies into training programs. ✓ Collaborate with stakeholders to align training objectives with industry standards and best practices. <p>7) Compliance and Standards</p> <ul style="list-style-type: none"> ✓ Adhering to relevant policies, standards, and regulations including data protection, health and safety, and equal opportunities. ✓ Ensuring training programs that promotes diversity and inclusion. ✓ Ensuring a safe and conducive training environment for all participants. ✓ Instil values of Environmental, Social, and Governance (ESG) to prepare students for future workplace demands.
<p>Required Skills and Competencies</p>	<ol style="list-style-type: none"> 1. Proficiency in Public Speaking, Presentation Skills, and Communication Skills. 2. Strong interpersonal skills and the ability to engage with students effectively. 3. Proficiency in conducting training sessions using interactive and engaging methods. 4. Ability to assess training needs through Training Needs Analysis (TNA), design tailored programs, and evaluate their effectiveness. 5. Excellent presentation skills and proficiency in using Microsoft Office tools (Word, Excel, PowerPoint). 6. Knowledge of educational methodologies and learning styles to cater to diverse student needs.