



Thiagarajar School of Management (TSM)

Training Officer – Job Description: Roles and Responsibilities

1. **Training and Development**

- a. Develop and implement training programs that are aligned with the institutional objectives, including design and development of curriculum, materials, and assessments with focus on successful outcomes.

2. **Career guidance and skill enhancement**

- a. Identify gap / improvement areas of the students right from 1st trimester.
- b. Work to address the same using aptitude and other interventions.
- c. Conducting need assessment study to understand what students already know and what they need to learn next.
- d. Lead group discussions and providing guidance on effective communication skills and other soft skills.
- e. Development of promotional materials like newsletters, presentations, posters and posting updates on website, social media etc.

3. **Industry orientated Training**

- a. Arrange mock GD / mock PI – to be conducted by industry HR leads.
- b. Train students from interview to complete student lifecycle based on feedback received from companies.
- c. Present training sessions that are engaging and interactive to help students retain information and use it effectively.
- d. Coordinating with internal and external faculty and students to develop and deliver training programmes.

4. **Industry centric outcomes**

- a. Measure the effectiveness of training programs by conducting evaluations with participants after a course has been completed.
- b. Creating resources to support learning objectives, such as handouts, workbooks, presentations, videos, blogs or podcasts.
- c. Conducting training sessions in person or through online platform.
- d. Identify career needs and devise individual learning plans, training sessions and interactive lectures making students industry ready.

Key Skills

- Minimum 3 years training experience with excellent communication / people skills.
- Possess knowledge on learning methodologies.
- Certifications in skills domain would be an advantage.