

Job Title: Manager | Training & Development

Overview

In this role, you will be responsible for leading the learning & development vertical and build the vertical ground up to support Smartwork's aggressive growth story. The person should be is passionate about developing employees and excited to create a culture of learning opportunities.

Duties & Responsibilities (But not limited to)

- Lead the planning and implementation of development programs.
- Manage end-to-end program operations including budget, program delivery, evaluation of business impact.
- Work with different teams to identify gaps and determine long-term solutions based on regional input and global initiatives.
- Optimizing training processes for efficiency.
- Ensuring the strategic alignment of the training department with business goals.
- Evaluating individual and organizational performance to ensure training is meeting business needs and improving performance.

Skills Required

- Strong project management skills: including creating and monitoring milestones, prioritizing initiatives, and developing appropriate cadence of informing stakeholders.
- Partner with and influence leadership in cross-functional departments - gain their trust and buy-in to the programs you're managing.
- Determine when to create internally vs. engaging vendors to develop learning programs that improve performance and engage our learners.
- Facilitate classroom experiences (virtual and live) with poise and finesse - be able to confidently teach all levels within a company.
- Create training content from scratch in various modalities, with or without the support of designers - including but not limited to print collateral development and design, and basic learning construction and storyboarding.
- Vendor management, including sourcing, evaluating cost with scale in mind, and quality assurance.
- Use evaluation data to measure impact and improve learning programs; continuously optimizing process and experience for our learners.

Qualification

- 2+ years within the Learning and Development space
- 2+ years of people management
- Excellent communication skills: Ability to coach and influence various levels of employees and be an engaged listener
- Action-oriented: Identifies and seizes new opportunities.
- Resourcefulness: Applies knowledge of internal initiatives and culture to support initiatives
- Senior level of facilitation and classroom management

About Smartworks

In less than **2.5 years since** our **inception** Smartworks today is India's largest provider of **agile workspaces** with a footprint of more than **2 million Sq Ft** across **18 locations in 9 cities** (Delhi-NCR, Kolkata, Bangalore, Mumbai, Hyderabad, Chennai and Pune) **catering** to more than **250 organizations** across large enterprise, SME's and start-ups including the likes of **Jaguar Land Rover, Microsoft, Hitachi, Swiggy, Rivigo** and **Lenovo** to name a few.

With demand for agile workspaces growing rapidly across Tier 1 & Tier 2 cities, Smartworks is targeting **5 million Sq Ft** of managed office space over the **next three years**.