

Work Better Training & Development

Job Description

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| Department | Project Management |
| Location | Mumbai |
| Working Days | 5 days a week from Monday to Friday, Saturday – Work from home |
| Work Timings | 0930 – 1830 hrs |

Work Better Training and Development > Profile

Work Better Training & Development is an Executive Education and Training firm specializing in the field of behavioral and soft skills training. We partner with corporate organizations to drive their People Development initiatives and achieve the desired business outcome.

Within 7 years of our existence, we have grown at an extremely rapid pace with a team of exceptionally committed and passionate people. We trained close to 40,000 professionals PAN India in the last financial year alone. We are one of the largest training partners for companies like Axis Bank, HDFC Bank, Deloitte, Godrej, Mahindra & Mahindra, etc.

At Work Better, we seek nothing less than excellence, be it in our training programs or the people who work with us.

For more information, kindly visit www.workbetterindia.com

What will your regular day look like?

At Work Better, we invest a lot of time & energy in empaneling & selecting the right Trainers to come on board with us. All our trainers share our enthusiasm, passion & commitment to introduce participants to innovative & effective forms of adult learning. The Project Management Team empowers Work Better with effective and efficient Trainers. At Work better we strongly believe that relationships with Trainers need to be for a life time.

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As part of the Project Management team you will be –

- Partnering with freelance Trainers across industries PAN India
- Maintaining cordial relation with all the Trainers
- Liaising between Trainers and internal team to ensure the smooth functioning of scheduled projects
- Up-Skilling Trainers for their training workshop
- Playing a significant role in long-term planning & setting initiatives towards improving set standards in the project Management division.
- Attending workshops (if required, within Mumbai)

Experience you bring to the table

- Excellent understanding of Soft Skills and Behaviour Training
- Should have delivered training on any Soft Skills or Behavior Training subject for at least 2 years
- Excellent understanding of B2B platform of Business
- Interviewing skill set

Skills you must possess

- Strong analytical skills
- Self-Driven
- Self-Motivated
- Open to Feedback
- Excellent communication – verbal and written
- Computer literacy, particularly in MS Office, Excel, Word, Outlook
- Ability to look at situations from several points of view
- Ability to work with a wide variety of people from different business verticals
- Ability to multitask and manage different projects at the same time
- Be organized and methodical
- Ability to work under pressure