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| <b>Role Name</b>                           | <b>Executive Trainee- Employee Development</b>  |  |
| <b>Role purpose</b>                        | <b>Responsible for overall grooming &amp; development of Middle &amp; Junior Management</b>   |  |
| <b>Reporting to</b>                        | <b>Assistant Manager- Employee Development</b>  |  |
| <b>Document created by</b>                 |   |  |
| <b>Responsibilities Heads</b>              | <b>KRA (Key Result Areas)</b>   | <b>KPI (Key Performance Indicators)</b>                        |
| <b>Financial</b>                           | Saving through in-house trainings to ensure low cost, but customized and quality inputs.  | Number of trainings delivered in-house                         |
|  | Lower cost through in-house grooming of Junior & Middle management personnel vis-à-vis external   | Schedule vs. actual - Nos. of training                         |
|  | Savings in development of modules in-house & customization of training modules in-house   | Number of modules created                                      |
| <b>Customer</b>                            | Plan and execute Identified Managerial/Behavioural/Leadership interventions for Auto, Arch, Float & CSO-HO  | Progress as per annual plan                                    |
|  | Execute Sales Capability Training for Sales and Marketing team – Auto, Float, CG  | Number of trainings conducted                                  |
|  | Identifying External Vendor/ Vendor Management to ensure trainings at optimum cost.   | Cost effective & optimal vendor management system              |
| <b>Process</b>                             | Identifying Subject Matter Experts (SME) & certifying them through TTT in a PDCA methodology  | Plan vs. actual  |
|  | Identification of TNI through various sources & creating training calendar accordingly  | Timeliness and accuracy  |
|  | Preparation of AOP Financial and Non-Financial  | Plan vs. actual  |
|  | Tracking and controlling training cost as per the budget  | Plan vs. actual  |
|  | Standardization & Streamlining the ED function across the locations   | Timeliness and adherence- Audit                                |
|  | Establish Shop-floor Coaching System for FTE's transition at the Plant locations  | Accuracy of methods and timeliness                             |
|  | Design interventions as per TNI Calendar- Develop learning objectives, lesson plans, training procedure   | Timeliness and adherence                                       |
|  | Training Effectiveness Analysis- Ensure transfer of learning on the job through Pre and Post assessments as per the learning objectives and other methods                             | Accuracy of methods and timeliness                             |
| <b>People Development &amp; Innovation</b> | Reporting & Data Management-collecting, collating, analysing & maintaining data from various sources & BUs. Monitor, evaluate and maintain training records                           | Timeliness and accuracy  |
|  | Training, Coaching and developing employees- Design, plan and deliver training programs for employees. Create manuals, guides or course material, such as handouts or visual material | Plan vs. actual  |
|  | Develop Internal Identified Trainer pool through Train-The-Trainer program  | Plan vs. actual  |
|  | Automation of Employee Development Module- explore & identify automation & standardization of training modules across locations   | Number of e-learning modules created & seamless LMS transition |
|  | Benchmark & PDCA-Identification & Implementation of best & new practices in the company like Reward & Recognition etc   | No. of PDCA identified & new practices implemented             |

**REQUIREMENTS**

|                  |  |  |                              |
|------------------|--|--|------------------------------|
| <b>Knowledge</b> | Training and development functions<br>Adult learning Principles<br>Instructional Design methodologies,<br>Subject Matter Expert, Behavioural Skills, Soft Skills, Problem solving techniques - 6 sigma approach, PDCA, Business Knowledge, Latest trends in Learning & Development<br>Automation | <b>Experience<br/>'(Number of years)</b> | 2-3 Years                    |
| <b>Skills</b>    | Managerial, Training Delivery, Communication, Leadership and motivation.<br>Knowledge of core concept, Instructional Design, TNI, Interpersonal Skills, Facilitation, Planning & Orgaizing, Team Management  | <b>Qualification</b>                     | Any graduation or equivalent |

**INTERACTION**

|  |  |                                       |
|--|--|---------------------------------------|
| <b>Internal</b>                                  | <b>Customers</b>                                 | <b>Other External parties/Vendors</b> |
| All employees (Junior & Middle Management Level) | All employees (Junior & Middle Management Level) | External Vendors                      |