

Job Title: Learning & Development Manager**Location: Mumbai****Key Responsibilities**

- Developing and implementing learning strategies and journeys
- Maintaining budgets and relationships with vendors and consultants
- Evaluate individual and organizational development needs
- Implement various learning methods companywide (e.g., coaching, job-shadowing, online training)
- Assess the success of development plans and help employees make the most of learning opportunities
- Help managers develop their team members through career pathing
- Managing the Learning & Development budget. Track budgets and negotiate contract.
- Helping the Company meet its objectives by developing & implementing high-impact learning & development programs in line with the organization's needs and priorities
- Conduct organizational needs analysis and create training plans to ensure that all employees have the required competencies to excel in their roles.

- Collating feedback on completed training to evaluate and measure results and make improvements where required.
- Conduct training trainer workshops to ensure training, scalability and effectiveness.
- Sourcing and recommending vendors and other external partners to design, develop, and/or deliver learning solutions where applicable.
- Conducts annual training and development needs assessment.
- Obtains and /or develops effective training materials utilizing a variety of media.
- Trains and coaches' managers, supervisors and others involved in employee development efforts.

- Plans, organizes, facilitates and orders supplies for employee development and training events.
- Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Exemplifies the desired culture and philosophies of the organization.
- Works effectively as a team member with other members of management and the HR staff.

Desired Competencies

- Excellent verbal and written communication skills.
- Strong presentation skills.
- Adept with a variety of multimedia training platforms and methods.

- Ability to evaluate and research training options and alternative

- Ability to design and implement effective training and development.

Qualification and Experience

- Master's degree in relevant field
- 5-7 years of experience designing and implementing employee development programs

- Hands-on experience in Microsoft Office and LMS (Learning Management System)
- Certified Professional in Learning and Performance (CPLP) credential preferred.

How to apply

Interested candidates can mail their detailed resume at contact@peopable.co.in (**Please mention the position name in Subject**)