



## **TRAINING & DEVELOPMENT EXECUTIVE**

We are looking for a Training & Development Executive to enhance the competencies of individual employees by designing and conducting training programs that will boost employee's workplace performance in line with company's core values. You will be responsible for performing training needs assessments, designing and delivering curriculum and learning materials and for managing all phases of training interventions.

### **Responsibilities**

- Identify training needs by leading and performing Training Needs Analysis
- Translate requirements into deliverable competency-based training packages that will prepare employees for the challenges of working in the MRO environment
- Perform assessment on technicians for competency and recurrency renewals
- Plan the annual training program and prepare teaching plans
- Develop and oversee the production of training handouts, instructional materials, aids and manuals
- Deliver training courses
- Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behaviour
- Administer the Training and OJT Framework in SAESL
- Collaborate with Subject Matter Experts in Ops to develop OJT materials

### **Requirements**

- Minimum of 5 years' experience in a Training & Development role
- Good presentation & communication skills
- Confident in conducting Classrooms and Practical trainings to mass audiences
- Keen interest in instructional design theory and adult learning principles
- Proficient with computer skills
- Good facilitation skills & strong mechanical aptitude
- Meticulous to identify mechanical critical tasks
- Experience in an aerospace MRO environment will be an advantage
- Accredited certification from ACLP / ACTA or equivalent will be an advantage

(Only short-listed candidates will be notified)