

Job Description

Role	
Position	Learning & Development Intern
Role Type	Internship (Full Time) – 45 days to 90 days
Location	Siruseri Chennai- Work from office (5 days work from office)

About Intellect Design Arena Ltd.

Intellect Design Arena Limited is a global leader in Financial Technology, pioneering digital solutions for Banking, Insurance, and other Financial Services. With over **300 financial institutions across 57+ countries** relying on our products, Intellect is at the forefront of transforming how the financial world operates.

Headquartered in Chennai, we are a \$1.6B+ enterprise with the **soul of a start-up and the strength of an industry leader**. With 30+ years of deep domain expertise and 6,000+ specialists worldwide, Intellect blends agility, innovation, and customer-centric design to create next-generation technologies.

Our suite of offerings spans across:

- **Global Transaction Banking (GTB)**
- **Global Consumer Banking (GCB)**
- **Insurance (Intellect AI)**
- **Government & e-Governance platforms (GeM)**

Intellect's design-driven philosophy has consistently pushed the boundaries of what technology can do for financial services. We don't just create solutions—we enable **institutions to reimagine the future of banking and finance**.

Explore more about us at : www.intellectdesign.com

Internship Summary

We are looking for **enthusiastic, curious, and creative interns** to join our Learning & Development (L&D) team. This 3-month internship offers a unique opportunity to understand how corporate learning works in a global technology organization.

As an L&D Intern, you'll work on a mix of **creative assignments** (designing learning materials, experimenting with digital tools, curating engagement activities) and **execution-oriented tasks** (program coordination, scheduling, reporting, and communication). You will gain exposure to senior HR leaders, program managers, and business partners, while actively supporting initiatives that provide a **360° view of talent development practices**.

This role is ideal for someone who wants to learn, experiment, and contribute to initiatives that help employees grow and thrive.

Duties and Responsibilities

- **Content & Creativity:** Assist in creating engaging learning content (presentations, infographics, videos, micro-learning assets, etc.).
- **Program Execution:** Support the planning and delivery of L&D programs – from scheduling and invites to tracking attendance and collating feedback
- **Engagement Activities:** Contribute fresh ideas to make learning interactive (gamification, peer activities, contests, etc.).
- **Research & Innovation:** Explore new tools, platforms, and formats that can make learning more impactful and scalable.
- **Communication Support:** Help draft program updates, newsletters, posters, and learner communication material.
- **Data & Reporting:** Assist in maintaining learning repositories, preparing reports, and summarizing program outcomes.
- **Collaboration:** Work closely with HR Business Partners, L&D leaders, and external vendors to ensure smooth delivery.
- **Research & Analytics:** Leverage research methods and **AI-based tools** to analyze trends, track learning impact, and optimize operational workflows.

Required Skills / Abilities

- Keen interest in **Learning & Development, HR, or Talent Management**.
- Creativity and an experimental mindset – eager to try new ideas.
- Basic proficiency in tools like **MS PowerPoint, Excel, Canva, or similar design platforms**.
- Strong **written and verbal communication** skills.
- Good **research and analytical abilities** – able to explore new ideas, benchmark practices, and synthesize insights.
- Ability to organize, multitask, and work with attention to detail.
- Enthusiasm to learn quickly and contribute proactively in a professional environment.

Education and Experience

- Currently pursuing MBA / Postgraduate studies in HR, Organizational Psychology, or related areas.
- Fresh graduates with a strong interest in L&D may also apply.

What We Offer

- A **3-month immersive internship** with exposure to live corporate L&D projects.
- Experience in working with **cutting-edge learning strategies, platforms, and digital tools**.
- Mentorship and guidance from experienced HR & L&D professionals.
- A collaborative, creativity-driven work culture where fresh ideas are valued.
- **Performance-based opportunities:** PPO / Full-Time roles may be offered **strictly on the basis of performance** during the internship.