

ROLES AND RESPONSIBILITIES OF TRAINING COORDINATOR

1. Session Coordination

- Schedule training sessions, webinars, and workshops across various programs and batches
- Coordinate with trainers, guest speakers, and students to ensure smooth logistics
- Share meeting links, attendance forms, and session reminders in advance

2. Intern/Student Support

- Act as a point of contact for students regarding session timings, content doubts, or platform access
- Collect feedback after each session and escalate concerns to the program head if needed

3. Trainer Assistance

- Provide trainers with necessary materials like session plans, PPTs, or participant lists
- Take note of trainer requirements (technical setup, case studies, tools) before sessions

4. Attendance & Records Management

- Maintain accurate records of session attendance, participation, and completion status
- Update internal trackers regularly and flag irregularities or non-compliance

5. Communication & Coordination

- Create and manage WhatsApp groups or email threads for each batch
- Share updates, assignment reminders, and motivational messages to maintain student engagement

6. Session Quality Monitoring

- Join live sessions to monitor flow, interaction, and technical stability
- Record sessions where required and upload them to designated folders or LMS

7. Report & Feedback Compilation

- Collect and compile trainer and student feedback into summary reports
- Highlight session effectiveness, dropout trends, and improvement areas to the Training Head