

# Job Description

POSITION DETAILS			
Functional Designation	Lead – L& D	Department	Human Resource
Sub Department	HR – L&D	HR Grade	AVP
Location	Corporate Office	Reporting Manager	Head – L&D, OD, TM
Job Purpose			
<p>The Lead L&amp;D role is responsible for developing strategy and execution of comprehensive L&amp;D programs to enhance employee skills, knowledge, and performance within the organization (for functional / leadership / behavioural verticals). This role aims to foster a culture of continuous learning and professional development, contributing to the overall growth and success of the company.</p>			
Principal Accountabilities			
<ul style="list-style-type: none"><li>• <b>L&amp;D Strategy:</b><ul style="list-style-type: none"><li>○ Develop and implement a comprehensive L&amp;D strategy (for respective Functional / Behavioral learning vertical) that aligns with the organization's business objectives.</li><li>○ Conduct needs assessments to identify skill gaps and training requirements.</li></ul></li><li>• <b>Program Design and Development:</b><ul style="list-style-type: none"><li>○ Oversee the design and development of a variety of learning programs, including workshops, training sessions, e-learning courses, and coaching initiatives.</li><li>○ Ensure that programs are engaging, relevant, and aligned with learning objectives.</li></ul></li><li>• <b>Program Delivery:</b><ul style="list-style-type: none"><li>○ Manage the delivery of L&amp;D programs, including internal and external facilitators.</li><li>○ Ensure that programs are delivered effectively and meet learner needs.</li></ul></li><li>• <b>Evaluation and Measurement:</b><ul style="list-style-type: none"><li>○ Evaluate the effectiveness of L&amp;D programs using appropriate metrics and feedback mechanisms.</li><li>○ Measure the impact of training on employee performance and organizational outcomes.</li></ul></li><li>• <b>Support Talent Management:</b><ul style="list-style-type: none"><li>○ Collaborate with talent management teams to fulfill L&amp;D requirements of talent management initiatives.</li><li>○ Support succession planning and career development initiatives.</li></ul></li><li>• <b>Industry Trends:</b><ul style="list-style-type: none"><li>○ Stay updated with the latest industry trends, best practices, and innovative learning technologies to integrate cutting-edge methodologies within the organization.</li></ul></li><li>• <b>Team Leadership:</b><ul style="list-style-type: none"><li>○ Lead and manage a team of L&amp;D professionals, providing guidance, support, and development opportunities.</li><li>○ Foster a culture of innovation and continuous learning.</li></ul></li></ul>			

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## Desired Profile

### **Qualifications and Experience:**

- Bachelor's degree in Human Resources, Education, or a related field.
- Minimum 10 years of experience in L&D or a similar role.
- Proven track record of leading and implementing successful L&D initiatives.
- Strong understanding of adult learning principles and instructional design.
- Excellent communication and presentation skills.
- Ability to facilitate group discussions and workshops.
- Experience with learning management systems and e-learning technologies.
- Strong organizational and time management skills.

### **Additional Skills (Preferred):**

- Certification in instructional design or human behavioral science or psychology.
- Exposure to coaching and mentoring.