



JOB DESCRIPTION

Inviting applications for the ROLE

BFSI Job Role Trainer

Reports to	Project Coordinator
BFSI Job Role Trainer	<p>Job Description:</p> <p>Position Overview: As a BFSI (Banking, Financial Services, and Insurance) Job Role Trainer, you will play a critical role in equipping individuals with the necessary skills and knowledge to excel in various roles within the BFSI sector. Your primary responsibility will be to design, develop, and deliver training programs that cover a wide range of topics related to banking, financial services, and insurance, ensuring that participants are well-prepared for their roles and contribute effectively to the organization's success.</p>
Responsibilities In this role, you will be responsible for:	<ol style="list-style-type: none"> 1. Training Program Development: <ul style="list-style-type: none"> Collaborate with subject matter(Sales & Customer Service) experts to identify training needs for different BFSI job roles. Design and develop comprehensive training programs that align with industry standards and regulations. Create engaging training materials, presentations, and resources that facilitate effective learning. 2. Training Delivery: <ul style="list-style-type: none"> Conduct classroom and/or virtual training sessions for employees and new hires, focusing on building essential skills and knowledge. Utilize a variety of teaching methods, including lectures, discussions, case studies, simulations, and role-playing activities & student retention. Adapt training techniques to suit the diverse learning styles of participants. Knowledge of TNA & TNI. 3. Content Management: <ul style="list-style-type: none"> Regularly update training materials to reflect changes in industry regulations, policies, and best practices. Maintain an organized repository of training resources, ensuring easy access for participants and fellow trainers. 4. Assessment and Evaluation: <ul style="list-style-type: none"> Develop assessment tools such as quizzes, exams, and practical exercises to gauge participants' understanding of the material. Provide constructive feedback to participants and suggest areas for improvement. 5. Performance Monitoring: <ul style="list-style-type: none"> Monitor participants' progress throughout the training program and offer additional support as needed. Track key performance indicators to evaluate the effectiveness of the training programs. 6. Continuous Improvement: <ul style="list-style-type: none"> Stay updated with industry trends, technological advancements, and regulatory changes within the BFSI sector. Continuously enhance training programs to align with evolving industry requirements. 7. Collaboration and Communication:

	<ul style="list-style-type: none"> • Collaborate with HR, managers, and other stakeholders to ensure the training programs meet organizational goals and expectations. • Communicate effectively with participants, addressing their queries and concerns promptly.
Desired profile	<p>Qualifications and Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree in Finance, Business Administration, Economics, or a related field. Master's degree is a plus. • Proven experience (typically 3-5 years) working in the BFSI sector, with a strong understanding of industry operations, products, and services. • Excellent communication and presentation skills, with the ability to convey complex concepts in a clear and concise manner. • Proficiency in using training tools, software, and virtual training platforms. • Strong organizational skills, attention to detail, and ability to multitask. • Certification in adult education, training, or related field is advantageous. • Ability to adapt to a dynamic work environment and respond to changing training needs.

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