

## Senior Training and Development Specialist

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Company: Azadea

Location: Kuwait

Category: other-general

Senior Training and Development Specialist(

**Job Number:**

SEN000251)

**Description**

Monitor and record training activities and programs' effectiveness for training delivered in own area

Conduct training needs assessments under the consultation of the hierarchy; prepare and deliver training courses in line with the Training Needs Analysis (TNA) and in compliance with the company guidelines

Initiate and contribute to the development and/or implementation of functional and/or corporate projects in order to support the ongoing development of training initiatives for the retail division

Prepare employees performance and development programs in coordination with the Performance Management Department and provide line managers with the necessary support on the matter

Research and coordinate with external training providers when needed in order to outsource training programs

Specific for Regional Level: Develop and implement managerial training programs for the region in line with the yearly learning and development strategy and approved budget

Specific for Regional Level: Provide guidance to local trainers in the implementation of group training initiatives, coach and follow up on meeting set objectives and standards

Assist in the development of the Group learning and development strategy

Keep track of training costs and participate in the preparation of reports in order to justify expenditures

Specific for Regional Level: Analyze various organizational HR performance indicators such as employee turnover, performance appraisals results and other and suggest a training action plan in coordination with local HR

### **Qualifications**

Bachelor's Degree in Human Resources, Psychology, or Business Administration

3-4 years of experience in a similar field; Retail training experience is a major plus

Fluency in English

Proficiency in MS Office

Analytical Thinking: level 2

Change and Adaptability: level 2

Communication Skills: level 3

Customer Focus: level 3

Developing and Motivating Others: level 4

Planning and Organizing: level 3

Self - Development: level 3

### **Primary Location**

:Kuwait-Kuwait, Kuwait Head Office

### **Schedule**

:Full-time

### **Unposting Date**

:Ongoing

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