

Job Description – Workshop Trainer

About the Role

The Workshop Trainer's job is to help companies align their people with the company's vision through structured workshops, participant engagement, and on-ground support. You ensure smooth execution of the Workshop journey and help participants think better, work better, and grow together.

Key Responsibilities

1. Conduct pre-workshop sessions with management or team members.
2. Prepare and follow a complete workshop checklist before execution.
3. Conduct property/site survey if required to ensure workshop readiness.
4. Conduct the workshop as a facilitator or co-facilitator.
5. Ensure effective engagement of all participants during and after the workshop.
6. Support participants throughout the workshop by:
 - answering queries
 - resolving doubts
 - assisting in administrative needs
 - helping in medical emergency support or any help required at the property
7. Define the content of the workshop, including:
 - Time Management
 - Leadership Skills
 - Delegation Skills
 - Communication Skills
8. Conduct follow-up sessions to ensure people are sticking to their commitments.
 - Customized and central follow-up system approach
9. Observe participant behaviors, provide feedback, and help build better working habits.
10. Work closely with management to share insights and progress.
11. Create Content for the Workshops.

Skills Needed

1. Good communication and facilitation skills.
2. Comfortable speaking with leadership and ground teams.
3. Ability to simplify concepts and motivate people.
4. Good at understanding people's behavior and resolving participant queries.
5. Strong patience, empathy, emotional balance, and people-handling ability.
6. Hindi + English + Gujarati fluency.

Experience

4-6 years in training, soft skills training, L&D, sales/operations training, or team development.