



**Piramal Foundation for Education Leadership (PFEL) / Kaivalya Education Foundation (KEF)**

**Position:** Full-time on-site Program Support (FTC for 4 months)

**Location:** Bengaluru, Lucknow, Ahmedabad, Thane/Mumbai , Hyderabad

**Position Overview:**

We are seeking a highly motivated individual with a passion to bring large scale by working on women's skilling. He / She consolidates learnings and is responsible for building the capability of trainees in a structured environment. He / She will report to Senior Program Leader or to the person designated by him/her

**Competencies:**

- L&D Co facilitation
- People Management
- Motivational Coaching
- Positive Reinforcement & Engagement
- Problem Solving
- Customer Focus
- Crisis Management
- Document and Presentation
- MS Office

**Roles & Responsibilities:**

- Development and growth of trainees as per given Curriculum
- Tailor curriculum delivery as per the specific need and profile of women trainees at the centre/location
- Daily debriefs and emotions check-in with trainees to understand progress of soft & domain skills
- Communicating and coordinating with internal and external stakeholders
- Meeting client's expectations, milestones set for the program
- Co-ordination with external facilitators for scheduling, dividing content areas, coordinating teaching styles, and creating a positive learning experience for the trainees
- Coaching on essential life skills like communication, time management, stress management, and goal setting, facilitating them to manage daily life effectively
- Provide a safe space for group discussions and individual counselling to address challenges, celebrate successes, and build a dedicated support network among the women.
- Communicating and counselling family members based on requirement
- Regularly assess the trainees' progress through daily debriefs and evaluations, and document/report the program's impact

**Experience:**

Minimum 3 to 4 years' experience working with Women Skilling Programs

**Language Proficiency:**

Good Written and Oral communication skills in Hindi and English. Kanada proficiency required for candidates supporting the Bangalore program