

Job Description

Company- K&S Partners

Position- Learning and Development Specialist

Location- Gurgaon

Position Summary

The Learning and Development Specialist will be responsible for assessing the needs of the organization and developing and implementing training programs to improve employee skills and knowledge. This role involves collaborating with department heads, designing curriculum, conducting training sessions and evaluating the effectiveness of training programs.

Roles and Responsibilities

A. Training Program Development

1. Assess training and development needs through surveys, interviews, and consultation with managers.
2. Develop individualized and group training/ development programs that address specific business needs.
3. Work with department heads and managers to identify specific training needs
4. Maintain accurate records of employee participation in all training and development programs.
5. Ensure training programs comply with industry standards and regulatory requirements.
6. Stay updated on the latest trends and best practices in learning and development.

B. Learning Digital Platform

1. Design, develop, and implement digital learning programs, including e-learning courses, webinars, and virtual workshops
2. Develop engaging and interactive digital training content
3. Update and maintain digital training content to ensure it remains current and effective
4. Collaborate with subject matter experts to develop specialized digital training content
5. Stay updated on the latest trends and best practices in digital learning
6. Evaluate and implement new digital learning technologies and platforms as needed
7. Promote a culture of continuous digital learning and development within the organization
8. Manage digital training budgets and resources effectively

6. Ensure digital training programs comply with industry standards and regulatory requirements

Qualifications

Master's degree in human resources, Education, Instructional Design, Information Technology, or a related field.

Preferred Skills

1. Proven experience as a Learning and Development Specialist with a focus on digital learning platforms.
2. Strong organizational and project management skills.
3. Excellent communication and interpersonal skills
4. Experience with data analysis and reporting tools
5. Certification in Digital Learning, Instructional Design, or a related field

About K&S Partners

K&S Partners is one of the leading IP Law firms in India with offices in Gurgaon, Bangalore, Mumbai, Chennai, Pune and Hyderabad. In terms of its practice, K&S provides service across all aspects of Intellectual Property rights including patents, plant varieties, designs, trademarks, copyright, geographical indications, trade secrets and related matters. Founded in 1664, today it has approx 400 people and is amongst the top five IP firms in India.

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