

Facilitator- Assistant Beauty Therapist, Tata STRIVE

Tata STRIVE is an initiative of the TCIT, aimed at actively bridging the gap between vocational education and industry needs. Tata STRIVE runs various programs to skill the youth from underprivileged backgrounds enabling gainful livelihood for each aspirant differentiated by its innovations in technology, pedagogy and methodology.

Designation	Facilitator – Assistant Beauty Therapist
Openings	1
Objective	<ul style="list-style-type: none"> - Delivery and continuous improvement of training programs; collating and sharing feedback about the training program; develop reinforcements and evaluate outcomes. - To instruct and facilitate learners (who are school & College drop outs) in classrooms and workshops, if any.
Major Deliverables	<p>Managerial:</p> <ul style="list-style-type: none"> – Responsible for ensuring that all staff under the Beauty therapist receive training in the required Assistant beauty therapist Concept Training Modules as well as Specific Skill training – Provides tutoring and academic counselling to students, maintains classes related records, and assesses student coursework. – Deliver the content of the structured program in an effective manner according to the lesson plans provided. – Developing questions for the purpose of Assignments, Practice Questions, and Test Papers Daily Practice Worksheets. – Oversee the development of the Assistant Beauty therapist training modules – Oversee the creation and distribution of the Assistant beauty therapist training material and manuals – Responsible for creating and implementing a training tracking system – Responsible for teaching the following modules; Customer Service, Core Values, Team Building and Communication Beauty Concept <p>Operational:</p> <p><i>a) Assistant Beauty Therapist Trainings:</i></p> <ul style="list-style-type: none"> – Responsible for monitoring the quality of the training – Liaise with unit managers and the Center of Excellence regarding venue and workstation set up – Organize training set-up and break down – Oversee creation of training objectives, content and schedules – Order training supplies and materials – Create and monitor training budget. – Oversee weekly training debrief meetings – Implement training evaluation procedures – Support trainers to develop training material – Evaluate trainer’s performance – Deliver training on beauty Core Values – Take care of employee induction <p><i>b) Unit Training:</i></p> <ul style="list-style-type: none"> – Liaise with unit managers to coordinate training schedule and logistics

	<ul style="list-style-type: none"> – Schedule trainers <p><i>c) Unit Training Tracking:</i></p> <ul style="list-style-type: none"> – Responsible for reviewing and updating training tracking system <p><i>d) Training Manuals:</i></p> <ul style="list-style-type: none"> – Responsible for updating and distributing all training manuals <p><i>e) Teaching Training Modules:</i></p> <ul style="list-style-type: none"> – Create and implement training lesson plans <p><i>f) Liaise with External Consultants:</i></p> <ul style="list-style-type: none"> – Provide administrative and logistical support for trainings – Ensure training debriefs and evaluations are being implemented
Essential Attributes	<ul style="list-style-type: none"> • Training experience – proficient in training methodologies used in the Beauty industry, and soft skills (communication skills, critical thinking, time management, team building, etc.) • On grounds experience in beauty, customer services or in industries. • High energy, enthusiastic, motivational training style • Excellent creative and conceptual thinking abilities • Strong communication skills, both verbal and written. Reading comprehension in English should be high. Knowledge of local language preferable • Computer literate with in-depth knowledge of MS office and web based systems; visual aids, technology • Problem resolution, communication, presentation, facilitation, and influencing skills required • Strong people skills
Reporting To	Centre Manager
Location	
Qualification	Graduate certification in training would be preferred
Desired Attributes	Familiar with vocational training industry & various skill development programmes
Knowledge / Skill	Good organization & coordination skills, structured & planned approach to tasks assigned, excellent presentation and communication skills, good documentation and reporting skills, Team player, mature, good interpersonal skills, high degree of empathy, familiarity with MS Office. Interest or exposure to beauty course would be an added advantage.