

ADULT EDUCATOR – Workplace Safety and Health

1. Provide inputs on trainer profiles during recruitment
2. Trainer Orientation for all new trainers coming onboard including virtual platform
3. Training / Assessment Observation in coordination with the other teams
4. To train and orient the AE team to follow the administrative SOP
5. Actively plan and deploy qualified AEs based on SSG / WSHC requirements.
6. To arrange regular meeting with other trainers to discuss comments, feedback, complaints, suggestions to improve their teaching process.
7. Review the TRAQOM and the feedback about the AEs collected from trainees and employees, communicate and
8. To train and assess assigned WSH courses based on the SSG guidelines.
9. Assess and record students' progress and provide feedback to participants.

CD AND BD SUPPORT

- Ensure the constant updating and renewal of learning guide, teaching guide and recipe to ensure proper conduct of classes.
- Recommend teaching techniques and the use of new technologies.
- To support / facilitate with Marketing team for new videos / photos for promotional materials / collaterals, webinars, workshops etc.
- Participate in BD team academy development planning , promoting and training in related courses

Requirements:

- ACLP/ACTA is a must
- Minimum of Diploma holders
- At least 5 years of working in WSH / Education Industry
- Have a strong sense of responsibility, positive attitude, an outgoing personality
- A positive and determined approach to researching and analyzing new curriculum opportunities
- Excellent presentation skills and communication skills
- Able to interact well with others