

Position: Training Manager/ Supervisor (Curriculum Development)

Responsibilities:

- Coordinate with facilitators both locally and internationally to design the training program for executives, staffs and students
- Demonstrated knowledge of best practices in curriculum design, adult learning principles, and effective assessment strategies
- Knowledge of digital learning tools and the ability to select teaching methods appropriate for industry and audience
- Analyze class participants test data
- Review and recommend educational materials
- Observe work of teaching staff to evaluate performance, and to recommend changes that could strengthen teaching skills
- Recommend teaching techniques and the use of different or new technologies
- Develop procedures for teachers to implement curriculum
- Control quality of content and all activities during the training session
- Update and refresh presentation and training materials regularly
- Ability to receive and incorporate feedback into course material from program leads, subject matter experts, students, and instructors
- In charge of sales and marketing of training programs and related services
- Direct report to GM

Qualifications

- Have education background in economic, business or education
- Have curriculum design background is advantage
- Ability to design content in PowerPoint
- Good command in written and spoken English
- At least 3 years of working experiences