

## **Learning & Development Specialist**

### **Job Description**

- Identify current and future training needs to develop annual Company Learning Plan or Roadmap.
- Evaluate business impact of investing in learning needs.
- Conduct learning needs analysis and interventions to identify learning gaps in alignment with Company's transformation roadmap and as well as long-term learning plans.
- Develop L&D objectives from Company strategic goals, build tactical plans, prioritize learning needs based on current and future business requirements.
- Oversee the learning and development needs of employees to enhance overall skills and career development with the aim of attaining business objectives and promote lifelong learning.
- Manage communication of learning calendars and employee participation for overall learning programmes.
- Analyze evaluation reports and effectiveness of learning programmes to determine ROI and recommend improvements to Company Learning Plans. Review and revise the Learning Evaluation process where necessary.
- Evaluate external vendors' learning course content, check for suitability to meet Company's training needs.
- Select suitable internal and/or external trainers in consultation with HODs.
- Liaise with internal trainers and external vendors for scheduling and conducting courses.
- To plan, manage and monitor all training budgets supporting Company and employee learning needs.
- To work with relevant government agencies on grants or support schemes for applicable learning programmes.
- Recommend and implement innovative and creative learning and development channels, tapping on technology to promote effective learning and development interventions.
- Equip line managers with the skills and tools to mentor, train and provide job coaching.
- Perform other tasks as assigned by the reporting supervisor.

### **Requirements:**

- Bachelor's degree or Diploma (or equivalent) in Human Resource Management, Learning & Development, Organization Development, or related discipline.
- ACTA (or equivalent) Certified is a plus.
- If Degree, 3 or more years of practical working experiences in Learning & development.
- If Diploma, 5 or more years of practical working experiences in Learning & development.
- Working experience in Manufacturing Industry an advantage, but not compulsory.
- Eager to serve and enjoys critically analysing and solving problems at the workplace to meet others' needs.

## **Skills**

- Strong people development skills and passionate about building capabilities in others.
- Resourcefulness in harnessing appropriate resources.
- Good Interpersonal Skills and confident in engaging and building relationships with various stakeholders, thereby promoting a collaborative and co-operative work environment.
- Communication
- Teamwork.

If you are looking for challenges and have the qualities and experience to undertake this challenging opportunity, please write to [hr@fongspl.com.sg](mailto:hr@fongspl.com.sg) with your detailed resume stating your qualifications, experience, present and expected salary, and notice period.