# Interview

## *Soft Skills Trainer*
## *2021 to 2024 Graduates*
### *April 2025 to May 2025*

**Job Description:**

The Soft Skills Trainer is responsible for designing, delivering, and enhancing soft skills training programs that empower employees to improve their interpersonal and communication abilities. This role involves developing engaging training materials, facilitating interactive workshops, and assessing participants' progress. The Soft Skills Trainer works closely with management and team leads to ensure training programs align with the company's values and help build a positive and collaborative work environment.

**Key Responsibilities:**

- Design and conduct soft skills training sessions, workshops, and seminars.
- Collaborate with managers and team leads to identify specific soft skills training needs within departments.
- Create, update, and maintain training materials, such as manuals, handouts, presentations, and case studies.
- Use interactive training techniques, including role-playing, group discussions, and other engaging methods.
- Assess and track participants' progress through evaluations, surveys, and performance feedback.
- Provide individual coaching to employees on improving their communication and interpersonal skills.
- Collect and analyze feedback on training sessions to identify areas for improvement and enhance training quality.
- Act as a resource for employees seeking guidance on developing soft skills for professional growth.

**Required Skills:**

- Exceptional communication and presentation skills, with a confident and engaging presence.
- Strong critical thinking and problem-solving skills.
- Proficiency in Microsoft Office and training software/tools.
- Adaptable, with a genuine interest in helping others develop their interpersonal abilities.
- Ability to foster a positive learning environment and build trust with participants.
- Self-motivated and organized, capable of working both independently and collaboratively.

**Eligibility Criteria:**

- Any degree with a minimum of 65% in all academics (HSC mandatory).
- Bachelor's / master's degree in human resources, psychology, education, or a related field may fit best.
- Graduates between 2021 and 2024.
- Experience in training, coaching, or teaching roles focused on soft skills or related areas is a plus.
- Freshers are welcome to apply.
- No gaps of any kind.
- Experience: 0 to 2 years.

**Working Conditions:**

- This position typically operates in an office environment.
- Full-time position, typically Monday to Friday.
- Flexibility to work outside regular business hours when necessary.

**Interested and Eligible candidates can share your resume to recruitment.chn@syncfusion.com on or before May 31st, 2025.**

**Note: - Those who attended the interview already are not eligible for this interview.**