

## **Training Officer - Responsibilities**

1. Conduct continuous department specific career counseling Sessions for Students
2. Conduct the technical training, company specific training, certificate training etc.
3. Interact with training vendors and conduct the campus recruitment training, Mock Interviews, GRE/GATE coaching etc.
4. Arrange the sessions on carrier orientation, higher education etc.
5. Create and implement personality development programs
6. Continuously interact with placement officer and train the students on specific technical skill sets which major recruiters are looking at for hiring
7. Bring in more Industry academia interaction programs to enhance the students' outlook about updated technologies in place and in process of development
8. Ensure updated students training database and other students' statistics for easy reference and effective analysis
9. To conduct periodic sessions with Head of the Academic Departments regarding the various aspects of training , industry interaction, and upcoming events
10. Motivate students to learn and compete to be successful in competitive job market