



## Job Description – Trainer

**Title:** Trainer and SME  
**Experience Level:** Lateral  
**Job type:** Full Time

**Department:** Products  
**Reporting to:** Training Head  
**Location:** Multiple

We are seeking dynamic and experienced corporate trainers to conduct trainings in PoSH (Prevention of Sexual Harassment) and DEI (Diversity, Equity, and Inclusion) training. The ideal candidate will have a proven track record of delivering impactful and engaging training sessions that foster a culture of respect, inclusivity, and compliance within organizations.

### What we expect

#### *Training Delivery*

- Deliver training sessions on PoSH related topics such as laws, policies, procedures, etc.
- Deliver DEI related training such as DEI Awareness, Creating Safe Workplaces, Building Resilience, etc.
- Customize training content to meet the needs and challenges of different organizational contexts (industry, audience maturity, audience seniority, etc.)
- Utilize interactive methods to engage participants, enhance learning outcomes, and clarify doubts and understanding

#### *Content Development*

- Create comprehensive training material, including but not limited to presentations, handouts, and case studies wrt to both PoSH and DEI content
- Stay updated on and continuously refresh training content based on legal developments and best practices related to PoSH and DEI
- Incorporate real-life scenarios and examples to illustrate key concepts effectively

#### *Evaluation and Improvement*

- Collaborate with stakeholders to identify areas for improvement and future training needs
- Audit external trainers for quality and of training and subject expertise
- Represent the Kelp brand via a professional and empathetic approach

### What will make you successful in this role

- Strong passion for creating safer and inclusive workplaces
- Flair to meet live audiences to create an impact on a subject
- Bringing in innovation in training methodology and tools
- Being self-driven and taking ownership of each assignment

### Requirements

- A bachelor's or higher degree in Law, Human Resource Management, Organizational Psychology, Sociology or related field
- 3+ years of proven experience in conducting training programs in corporate settings
- Strong presentation and facilitation skills
- Excellent communication and interpersonal skills, with sensitivity to cultural differences



- Strong MS office skills
- Multi-lingual skills a plus

### **About Kelp**

Established in 2013, Kelp is dedicated to creating safe, happy, and inclusive workplaces. With a track record of success, Kelp takes pride in serving over 1000+ satisfied clients across diverse industries throughout India over the past decade. Our commitment to excellence, coupled with our specialized focus on PoSH, Wellness, and DEI, positions Kelp as a trusted partner in creating workplaces that prioritize employee well-being, compliance, and sustainable success. Our clients over the years include Pepsico, Canon, DDB Mudra, Oberoi Realty, Tata Consulting Engineers (TCE), Tata Medical and Diagnostics, Roche, Radio Mirchi, Ford, LEGO, DBS Bank, Indusind Bank, Volvo, Uber among others.