Female Soft Skills Trainer

Allenhouse Public School, Vasundhara, Ghaziabad

Position Overview

We are looking for a confident, enthusiastic, and student-focused Female Soft Skills Trainer to develop students' communication skills, self-confidence, interpersonal abilities, leadership qualities, and overall personality. The candidate should be passionate about helping students develop essential life skills through interactive and engaging learning experiences.

Key Responsibilities

- Plan and conduct engaging soft skills sessions for students across different grades.
- Develop students' verbal and non-verbal communication, active listening, public speaking, and presentation skills.
- Conduct activities focused on confidence building, teamwork, leadership, collaboration, and problem-solving.
- Train students in appropriate etiquette, positive body language, grooming, and respectful communication.
- Organise role plays, group discussions, debates, presentations, and other experiential learning activities.
- Help students develop emotional intelligence, empathy, resilience, and conflict-resolution skills.
- Adapt teaching strategies to suit different age groups and learning abilities.
- Monitor student participation and progress and maintain relevant records.
- Collaborate with teachers and school leadership to integrate life skills into academic and co-curricular activities.
- Support student orientations, assemblies, competitions, and leadership development programmes.
- Maintain a positive, inclusive, and encouraging learning environment.
- Participate in staff meetings, training sessions, and professional development programmes.

Educational Qualifications

- Bachelor's or Master's degree in English, Psychology, Education, Communication, Human Resources, or a related field.
- Certification in soft skills training, communication skills, personality development, or life skills will be an added advantage.

Experience

- Prior experience in soft skills training, personality development, communication skills, or student mentoring is preferred.
- Experience working with school students or in an educational institution will be an advantage.
- Freshers with excellent communication skills and a strong interest in student development may also be considered.

Required Skills and Competencies

- Excellent verbal and written communication skills, particularly in English.
- Strong presentation, facilitation, and interpersonal skills.
- Ability to engage students through interactive and practical activities.
- Good classroom management and student engagement skills.
- Patience, empathy, creativity, and a positive attitude.
- Strong organisational and planning abilities.
- Professional conduct and a commitment to students' holistic development.

Preferred Candidate Profile

The ideal candidate should be energetic, approachable, and passionate about nurturing confident communicators and responsible individuals. She should be able to create meaningful learning experiences that prepare students for academic success, social interactions, leadership, and future professional environments.