

Position Training Head - Bengaluru

About Dhwani Foundation A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisation Change Management (OCM) Programs, technology enablement, system and process improvement and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur—reaching close to 2800 grassroots NGOs through various OCM initiatives. **Log on to www.dhwanifoundation.org for more details.**

Position Training Head - Bengaluru (Full time - In Office)

Location Based in Bangalore with travel to partner states and regions. Requires flexibility, adaptability, and ability to work with diverse partners and stakeholders.

Purpose of the Job

The Central Training Head will own the design, delivery, and quality assurance of Dhwani Foundation's Niranthara training programs across states and regions. This is a leadership-level position responsible for conceptualising new Niranthara programs, developing and standardising training content, mentoring and managing state trainers, and ensuring high-quality, impactful delivery of training interventions. The role demands a proactive approach to innovation, sectoral alignment, and a deep sense of ownership to ensure Dhwani's training programs remain sector-leading in both design and execution.

Key Responsibilities

1. Central Training Ownership & Strategic Direction

- Take full ownership of the Central Training Dept., including organisation, planning, delivery, and implementation of training workshops across Niranthara cohorts.
- Be responsible for Niranthara program design from conceptualisation to delivery.
- Establish consistent, high-quality training standards across all states and cohorts.
- Anticipate sectoral shifts and partner needs, updating Niranthara Parameters, definitions, and training approaches accordingly.
- Champion innovative pedagogies, technology-enabled learning, and adaptive approaches.
- Build an integrated learning experience framework reflecting Dhwani's values of excellence, relevance, and sustainability.
- Contribute to Dhwani Foundation's organisational credibility by positioning training as a core driver of institutional capacity building.

2. Training Delivery & Facilitation Excellence

- Deliver strategic, high-impact, and flagship training sessions across states on key Niranthara modules such as Compliance, Governance, Fundraising, Program Planning, and Strategy.
- Set benchmarks for delivery excellence through participation in critical workshops and new program rollouts.
- Support state trainers during critical interventions and ensure adherence to training schedules.
- Be accountable for flagship sessions that reflect Dhwani's standards of training excellence.

3. Training Content, Knowledge Systems & IP

- Own the creation, standardisation, and continuous updating of content across all Niranthara modules.
- Ensure training content remains Dhwani-owned IP while drawing from sector best practices.
- Ensure the state team translate training materials into local languages as required.
- Create and maintain PPTs, templates, manuals, handbooks, workbooks, and training aids.
- Maintain and expand a structured repository of FAQs, guidelines, and resource materials for training and implementation teams, and assessors.
- Ensure learnings from training is systematically captured and fed back into content and program design.

4. Trainer Mentoring, Capacity Building & Performance

- Provide mentorship, technical guidance, and functional leadership to state and junior trainers.
- Conduct regular Training of Trainers (ToTs) to ensure consistency of delivery standards.
- Define expectations, competencies, and benchmarks for trainer performance and growth.
- Own the long-term trainer pipeline by identifying talent, building capacity, and supporting recruitment and onboarding.
- Identify performance gaps and initiate corrective or developmental interventions.
- Foster peer learning, communities of practice, and a culture of accountability and excellence.

5. Training Operations, Planning & Coordination

- Lead annual and cohort-wise training calendar planning in collaboration with state and program teams.
- Ensure training plans are realistic, well-coordinated, and aligned with organisational priorities.
- Monitor training schedules, timelines, documentation, and trainer deployment.
- Ensure optimal utilisation of trainer time, training resources, and central content assets.
- Balance quality, scale, and feasibility while planning training interventions across regions.
- Flag operational risks, resource constraints, and implementation challenges proactively.

6. Training Quality Assurance, Evidence & Learning

- Own the feedback and quality assurance loop by analysing participant feedback and training audits.
- Work closely with the M&E team to define indicators and evidence for training effectiveness.
- Use feedback, assessments, and qualitative insights to drive continuous improvement.
- Oversee refresher training, corrective action plans, and quality improvement processes.
- Support documentation of training-led learning, behavior change, and institutional improvements.
- Document and disseminate case studies, success stories, and key learnings.

7. Stakeholder Engagement & Representation

- Collaborate closely with Program Implementation teams for synchronised partner engagement.
- Engage with state leadership for joint planning, coordination, and feedback.
- Represent Dhwani's training and capacity-strengthening agenda in strategic partnerships and external forums.
- Position Dhwani as a leader in NGO capacity building through high-quality training interventions.

Key Competencies & Skills

- Strong expertise in adult learning methodologies and participatory training approaches.
- Proven ability in program design, content development, and large-scale training delivery.
- Leadership and mentoring skills to manage and build trainer teams.
- Excellent facilitation, communication, and interpersonal skills.
- Strong planning, coordination, and project management capabilities.
- Ability to analyse training outcomes, feedback, and sectoral needs to evolve programs.

Qualifications & Experience

- Graduate/Postgraduate in Social Sciences, Education, Development Studies, or related fields.
- Minimum 15 years of experience in training, facilitation, and content development.
- Prior experience in the development sector, with focus on NGO capacity building preferred.
- Experience in managing multi-location trainer teams and scaling training programs.

Ownership & Accountability

This is an ownership-driven leadership role where the Central Training Head is fully accountable for ensuring that Dhwani's training programs are designed, delivered, and continuously improved to set the benchmark for NGO capacity building in India.

Salary Offered Commensurate with experience

Application Process To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with '**Training Head - Bengaluru**' as the subject line. Mark a copy to sunita@dhwanifoundation.org. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.