



འཛིན་སྐྱོང་མེད་དབང་ཕྱག་སྒྲོག་མེ་སྦྱོང་བརྒྱུད་སྤྱི་ལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Training Coordinator

The Training Coordinator shall be responsible for planning, organizing, and managing the institute's training programs to ensure effective skill development for trainees. The key duties include:

1. **Training Planning:** Develop annual and semester-wise training schedules in line with the institute's curriculum and objectives.
2. **Program Coordination:** Coordinate training activities across departments, ensuring smooth execution of both theoretical and practical sessions.
3. **Trainer Support:** Assist trainers in lesson planning, resource preparation, and delivery of training programs.
4. **Trainee Monitoring:** Track trainee progress, attendance, and performance; identify and address learning gaps.
5. **Assessment and Evaluation:** Organize assessments, examinations, and practical evaluations; compile and report results.
6. **Resource Management:** Ensure availability and proper maintenance of training equipment, tools, and materials.
7. **Reporting:** Prepare periodic reports on training activities, outcomes, and recommendations for management.
8. **Industry Linkages:** Facilitate collaboration with industries for field visits, internships, and practical exposure.
9. **Quality Assurance:** Ensure adherence to training standards, safety protocols, and institutional policies.
10. **Additional Duties:** Perform any other responsibilities assigned by the institute management related to training coordination.



(Karma Dorji)
Training Director
JWPTI