

**Role** : **Head – MDP**  
**Department** : **Management Development Cell**  
**Qualification** : **Postgraduate**  
**Experience** : **18-20 years**

### **Broad Responsibilities**

- You will be responsible for managing the Management Development Center within the Institute and promoting Institute's executive education / Management Development programs.
- To devise, develop and implement sales and marketing initiatives and ensure appropriate products and educational materials are developed.

### **Main Duties**

- Manage all quality level initiatives at MDP along with contributing training design & implementation.
- Liaison with Corporate clients Continue to develop reputation for excellence and innovating in this specialist field.
- Client interface to understand specific need, developing program module, mentoring all corporate programs, and participants.
- Extensive involvement & responsible for industry interface, market research, content development and preparation of course and presentation materials.
- Competitive analysis of industry best practice at global level to improve the performance & productivity.
- Prepare and present proposals including project scope and timeline in response to business leads. Complete documenting of all the MDP processes, the PPTs, the marketing mailers, flyer contents, collaterals used for BD visits and also preparing script for the BD team to sell the interventions.
- To design new and futuristic programs in line with needs of the industry.
- Quality analysis of each program after successful completion of module. Drive Quality Initiatives to make process-level improvement.
- Managing & responsible for MDP revenue generation, gap analysis
- Produce and implement promotional material for corporate market
- Conduct market insights reporting
- Shows empathy, concern, and genuineness in all client interactions.
- Ensures that the clients' needs are met and service expectations are exceeded.
- Reaches out to be helpful in a timely and responsive manner.
- Prioritizes time well and handles multiple demands and competing priorities.
- Adapts to changing priorities, situations, and demands.
- Engages in problem-solving; suggests ways to improve performance and be more efficient.
- Manages time effectively and accomplishes all tasks and responsibilities in a timely and accurate fashion.
- Demonstrates accountability in all work responsibilities.
- Exercises sound and ethical judgment when acting on behalf of the institute.
- Shows commitment to work and to consequences of own actions
- To work towards a combination of Program Manager + Business Development Manager + Process Owner of all the management development programs. To work towards an effective documentation of all programs and creating relevant content and curriculum for the same
- End to End Management of the existing programs, right from the program scheduling, faculty allocation, content customization, training delivery, assessments to certification/convocation
- To handle initial client contact, made recommendations as to the level and nature of program to meet client needs and liaison with Academic SMEs in providing information to clients.
- Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.
- You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered.
- Other responsibilities may be added as and when required during the course of the year.