

Roles of lead trainer as described in SDF (2026)

The lead trainer is responsible for the overall quality, process, and learning outcomes of each training. The key roles and responsibilities may include but are not limited to:

1. Training Design & Preparation

- Lead the design of the training curriculum, agenda, and session flow
- Ensure learning objectives are met/achieved as agreed in the KPI
- Prepare key training materials (pre-test and post-test, handouts and evaluation form)
- Plan for follow-up coaching and mentoring.

2. Training Delivery

- Facilitate all the training sessions based on key content of the training curriculum
- Provide clear guidance/instruction for group discussions and reflections during the training
- Manage training time and adjust sessions based on participants' engagement and learning absorption/capacity.
- Ensure a safe, inclusive, and participatory learning environment

3. Leadership & Coordination

- Provide overall leadership to the training team/assistant
- Coordinate with the assistant trainer to ensure smooth run of the training
- Coordinate with the DISTI to ensure the target participants are invited to participate in the training as well as other needs for the training.
- Make sure that the participants list is properly documented and signed by the participants, as well as other documentation of the training (pre- and post-test and training evaluation).
- Address questions and any problems occurred during the training or raised by participants

4. Monitoring & Reporting

- Make sure pre- and post-tests are done effectively with the support of the assistant trainer.
- Reflect and draw key lessons learned from each training session.
- Prepare training report and recommendations for the training.
- Prepare coaching and mentoring reports

Criteria for selection:

- Training experience with adult learning especially with the informal economic group
- Experience working with informal economy sector (a plus)
- Education levels related to business management and other related soft skills (Degree or professional qualification in business administration, entrepreneurship, finance, marketing, economics, adult education, or related fields).
- Some knowledge of ICT or digital skills (scanning, Kobo evaluation etc.)
- Willing to travel to remote areas in Cambodia
- Capacity to provide follow-up support, group mentoring/coaching after training.
- Capacity to solve problems during training
- Proof effective facilitation skill