



---

## **T&D - Entry Position Requirements**

*Unlike other management areas, there are usually no particular trainee programs for T&D. Usually 1-2 years of work experience is required of candidates who want to attempt entry level positions. Further, many companies accept candidates for T&D who do not have T&D and HR related training. However, T&D related qualifications will help one move up the T&D career path.*

*Students interested in launching a career in the field should therefore try to obtain part-time or internship experience in this function or actively engage in planning and organizing seminars, training, events during their university life. The following are what companies look for in prospective T&D candidates:*

- excellent spoken and written communication skills
- organizational skills
- planning and time management skills
- presentation skills
- negotiating and influencing skills
- the ability to relate to staff at all levels
- the ability to encourage and motivate people
- fast learning capability
- IT skills
- commitment to continuous learning