

Job title	<i>Training Specialist</i>
Reports to	<i>Training and Education Initiatives Manager</i>

Position Summary

The Training Specialist serves as integral member of the Learning & Development Training and Education team by supporting key talent management strategies for sustaining a high performance organization, contributing innovative ideas, participating on project/work teams and aligning work tasks to support the company’s mission, values, culture and strategic priorities. The position is responsible for designing, developing, implementing and evaluating learning solutions and courseware that support and advance the ongoing growth and development of employees across the organization. Essential functions include consultation, needs assessment, instructional design, development and evaluation of courseware and educational programs, training delivery and facilitation, and assistance with executing corporate education initiatives.

Essential Duties and Functions

Instructional Design and Training Development

1. Serve as a contributing member on project/work teams by participating in all phases of the instructional design process including project planning, needs assessment, design, development, implementation, delivery, evaluation, and maintenance
2. Provide consultation to internal clients throughout the instructional design process.
3. Develop partnerships with internal stakeholders, clients, and subject matter experts to assess learning needs, identify knowledge and performance gaps, and support the design, development, and implementation of training and learning solutions.
4. Utilize adult learning principles and proven methodologies to design training and learning solutions in alignment with organizational objectives, and comprised of engaging and interactive components
5. Create visually-appealing instructional materials, learning aids, and performance supports to facilitate learning transfer
6. Measure effectiveness of training and learning solutions using evaluation methodologies and data analysis; make recommendations based on the findings
7. Utilize the Learning Management System to implement learning and training solutions

Training Coordination and Delivery

1. Coordinate company-wide Train-the-Trainer initiatives to ensure employees possess the requisite skills (ex. Crisis Prevention and Intervention, Cultural Awareness Diversity and Inclusion)
2. Deliver curricula and associated Train-The-Trainer courses
3. Support the Train-The-Trainer process including candidate application processing, interviewing, selection, performance assessment, and co-training delivery

4. Evaluate existing Train-the Trainer process and curriculum to determine content and process improvement opportunities, and recommend program enhancements
5. Research new models of training and incorporate into core curricula as needed
6. Develop Master Trainers across the organization and coordinate a Training Community of Practice; including a certification process and sharing of best practices and resources nationally.

Qualifications

- Bachelor's Degree in Adult Learning, Instructional Design, Education, Education Technology or related fields. Master's degree preferred.
- Minimum of two years demonstrated experience within the training field. Prior experience designing and delivering training to staff working in community-based human service settings a plus.
- minimum of two years relevant, practical experience
- Two years Project Management/coordination experience preferred
- Knowledge of and experience utilizing adult learning theories and principles
- Demonstrated ability to design, develop, implement, deliver and evaluate high-quality, impactful training and learning solutions using instructional design methodologies
- Highly technology-literate; ability to quickly learn new systems and tools;
- Intermediate skill level in computer usage in various applications (MS Office applications, vILT platforms (WebEx, GoToMeeting etc)
- Excellent written and oral communication skills
- Excellent interpersonal and relationship-building skills, self-awareness and emotional intelligence
- High level of cultural competence and an ability to collaborate effectively with diverse populations
- Ability to work independently, take initiative, and manage multiple projects simultaneously
- Excellent customer service skills with internal clients, employees, stakeholders and external partners
- Remain current in profession and stay abreast of industry trends and best practices
- Valid driver's license required
- Ability to travel up to 25%, as dictated by business needs

Working conditions

[If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.]

Hazard and Atmospheric Conditions

<input type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Exposure to Dust
<input type="checkbox"/> Exposure to Extreme Heat	<input type="checkbox"/> Exposure to Extreme Cold
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Exposure to Loud Noise
<input type="checkbox"/> Exposure to Confined Places	<input type="checkbox"/> Mists or Gases
<input type="checkbox"/> Exposure to Mechanical Hazards	<input type="checkbox"/> Exposure to Chemical Hazards
<input type="checkbox"/> Exposure to Electrical Hazards	<input type="checkbox"/> Radiant Energy Hazard
<input type="checkbox"/> Exposure to Heights	<input type="checkbox"/> Exposure to Burn Hazard
Additional Special Working Conditions:	

Physical requirements

[The physical requirements of the job should be stated in the job description. Examples of physical requirements include standing or sitting for extended periods of time, lifting heavy objects (describe weight of objects) on a regular basis, do repetitive tasks with few breaks, requirements to bend, stoop, reach and so forth.]

Lifting Requirements

<input type="checkbox"/> <u>Sedentary</u> : exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to left, carry, push, pull or move objects (including self). Most work involves sitting majority of the time.
<input type="checkbox"/> <u>Light</u> : exerting up to 20 pounds of force frequently, and/or negligible amount of force constantly to move objects. The use of arm and/or leg control requires force greater than sedentary, but worker still sits majority of time.
<input type="checkbox"/> <u>Medium</u> : exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds constantly to move objects.
<input type="checkbox"/> <u>Heavy</u> : exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> <u>Very Heavy</u> : exerting over 100 pounds of force occasionally, and/or move 50 pounds of force constantly to move objects.

Physical Requirements

<input type="checkbox"/> Stand or Sit (stationary position)
<input type="checkbox"/> Walk
<input type="checkbox"/> Use hands or fingers to handle or feel (operate, activate, prepare, inspect, position)
<input type="checkbox"/> Climb (stairs/ladders)
<input type="checkbox"/> Talk/Hear (communicate, converse, convey, express/exchange information)
<input type="checkbox"/> See (detect, identify, recognize, inspect, assess)
<input type="checkbox"/> Pushing or Pulling
<input type="checkbox"/> Repetitive Motion
<input type="checkbox"/> Reaching (high or low)
<input type="checkbox"/> Kneel, Stoop, Crouch or Crawl (position self, move)

Additional Requirements:

Reporting Relationships

List by job title any position(s) that supervises and is to be supervised by the incumbent:

N/A

Submitted by:	
Date submitted:	
Reviewed By:	
Reviewed Date:	

Ideally, a job description should be reviewed annually and updated as often as necessary.

Employee Signature/ Date: _____

Manager Signature/ Date: _____