

Job Title: Training Specialist

Job Description:

We are seeking a dynamic and experienced Training Specialist to join our organization. The Training Specialist plays a vital role in designing, developing, and delivering effective training programs to enhance the skills, knowledge, and performance of our employees. You will collaborate with various stakeholders to identify training needs, create engaging learning materials, and facilitate training sessions to support organizational growth and employee development.

Responsibilities:

- Collaborate with department managers and subject matter experts to identify training needs and develop training programs that align with organizational goals and objectives.
- Design and develop engaging and interactive training materials, including presentations, e-learning modules, handouts, and job aids.
- Deliver training sessions to employees, both in-person and through virtual platforms, using effective instructional techniques and adult learning principles.
- Conduct training needs assessments and evaluate the effectiveness of training programs through surveys, assessments, and feedback mechanisms.
- Monitor and track training program participation and completion, maintaining accurate training records and reports.
- Stay updated on industry trends and best practices in training and development, incorporating innovative approaches and technologies into training programs.
- Collaborate with external vendors or trainers, as needed, to deliver specialized training programs.
- Provide coaching and support to employees participating in training programs, ensuring their understanding of concepts and application in their roles.
- Support the implementation of onboarding and orientation programs for new employees.
- Assist in the development and maintenance of training budgets and resources.

Qualifications:

- Bachelor's degree in Human Resources, Training and Development, Education, or a related field. Master's degree is a plus.
- Proven experience as a Training Specialist or in a similar training and development role.
- Strong knowledge of instructional design principles and adult learning techniques.
- Experience in designing and delivering training programs using a variety of delivery methods, including classroom training, e-learning, and blended learning approaches.

- Proficiency in training software and tools, such as learning management systems (LMS) and authoring tools.
- Excellent presentation and facilitation skills, with the ability to engage and inspire learners.
- Strong interpersonal and communication skills, with the ability to build relationships and collaborate effectively with stakeholders.
- Analytical skills to assess training needs, evaluate program effectiveness, and make data-driven recommendations.
- Strong organizational and project management skills, with the ability to manage multiple training initiatives simultaneously.
- Familiarity with HR policies, procedures, and compliance regulations.
- Professional certifications in training and development are desirable.

If you are a passionate and results-driven Training Specialist with a talent for designing and delivering impactful training programs, we invite you to submit your application. Join our team and contribute to the professional growth and success of our employees through continuous learning and development.