

## Trainers

### Trainer Job Summary

We are looking for an organized and experienced trainer to join our organization. The trainer will be responsible for evaluating our needs and current practices and creating and delivering a training development plan complete with materials, tutorials, instructions, and learning resources such as online modules and guides. The ideal candidate will be a confident public speaker and a devoted educator who is up-to-date on the latest tools and resources needed to improve employee training and performance. The trainer will also be responsible for researching and selecting the best platform to deliver and utilize training materials.

A Corporate Trainer is a specialist responsible for increasing a company's productivity by teaching new skills and knowledge to employees. They use seminars, lectures, and team exercises to update employees on company goals and procedures. Also referred to as a Technical Trainer.

A corporate trainer is essentially to educate new and existing employees on how to effectively perform their jobs. The trainer also addresses advancements in technology, the latest findings from research and development and changes in the marketplace.

A corporate trainer provides on-the-job education to newly hired employees as well as enhanced education to current employees to keep everyone up-to-date on changes in the industry that affect job requirements.

Trainer will help our employees develop their skills and knowledge. Your goal as the Corporate Trainer will be to conduct informative training sessions, promote company efficiency, and improve the skills of all personnel.

Trainer should be a great communicator with the ability to effectively describe complicated ideas to different audiences. You must be highly organized, proficient in time management, and possess excellent public speaking skills.

### Trainer Duties and Responsibilities

- Train and guide new employees. Collaborate with management to identify company training needs and develop a schedule to assess training sessions.
- Conducts training programs for administration, middle management and front line employees.
- Conduct employee surveys and interviews. Plan and implement an effective training curriculum.
- Consult with other trainers, managers, and leadership
- Track and compile collected data
- Provides online and conference call training session for offsite employees.
- Recommends management strategies to administration that are targeted for specific departments with the goal of increasing efficiency and effectiveness and generating increased revenues.
- Creates monitoring strategies to ensure that employees are performing job duties according to training.
- Conceptualize training materials based on data and research
- Communicate training needs and online resources
- Create training strategies, initiatives, and materials

- Ensures that all training materials and programs are compliant with laws and regulations governing the industry.
- Contact and utilize outside vendors and resources for instructional technology
- Test and review created materials, prepare hard copy training materials such as module summaries, videos, and presentations.
- Maintain a database of all training materials
- Instruct employee training and onboarding
- Conduct training through new materials
- Coordinate and monitor enrollment, schedules, costs, and equipment, Supervise training budgets.
- Oversee and direct seminars, workshops, individual training sessions, and lectures.
- Review employee performance and learning, develop monitoring systems to ensure that all employees are performing job responsibilities according to training.
- Evaluates job performance of members of the management team.
- Develops reports that document job performances of all personnel.

### **Required Knowledge, Skills and Abilities**

- Knowledge of terminology specific to the company.
- Must have exceptional verbal and written communication skills.
- Must be a compelling public speaker.
- Must have the ability to engage trainees in discussions during educational sessions.
- Must have excellent interpersonal skills.
- Must have strong time management skills as well as be an effective multi-tasker.
- Exceptional leadership and management skills.
- Knowledge of Microsoft Word Suite including PowerPoint for the purpose of producing training materials and presentations.
- Must have excellent reading comprehension skills as well as the ability to be an active listener.
- Must have strong critical thinking and analytical skills.
- Must have good problem solving and decision making skills along with the ability to exercise sound judgment.

### **Trainer Requirements and Qualifications**

- Bachelor's degree in education, business, human resources, information technology, or related field
- Certification from talent and training associations a plus
- Two (2) years' previous experience as a trainer, corporate training specialist, or related position
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Experience with technologies and best practices for instructional manuals and teaching platforms
- Strict adherence to company philosophy/mission statement/sales goals
- Strong project management skills with the ability to supervise multiple projects
- Good interpersonal skills and communication with all levels of management
- Organized and able to create multiple timelines, budgets, and schedules
- Able to multitask, prioritize, and manage time efficiently
- Excellent leadership, team building, and management skills

- Encouraging to team and staff; able to mentor and lead
- Excellent verbal and written communication skills
- Able to analyze problems and strategize for better solutions