

# JOB POSTING: TRAINING MANAGER (PT)

## SUMMARY

We are a growing small business looking for our newest team member! Finding the right people with great character traits and the skills to get the job done is important to us. If you feel that you would be a good fit for our CLRG Training Team, we invite you to apply today!

### **Job Description:**

We are looking to employ a training manager with outstanding written, verbal, and interpersonal communication skills. A training manager is expected to be a strategic thinker with fantastic organizational and time management skills. You will have excellent research skills with the ability to multitask and adapt in a fast-paced environment.

To ensure success, the training manager should understand the business operation and decision-making processes with a keen interest in producing targeted and tangible results by creating an effective and future ready workforce for our clients. Top candidates will be innovative, strong decision-makers and outstanding facilitators of learning and change.

### **Training Manager Responsibilities:**

- Identify and assess the training needs of our clients through job analysis, career paths and consultation
- Develop individualized and group training programs that address specific business needs
- Develop training manuals that target tangible results
- Implement effective and purposeful adult learning training principles
- Evaluate organizational performance to ensure training is meeting client needs and improving performance
- Drive brand values and philosophy through all training and development activities
- Effectively communicate with team members, trainers, management, and stakeholders
- Create a curriculum to facilitate strategic training based on the client's goals
- Select and manage resources, including working with both internal employees and training vendors to develop and deliver training
- Manage the technologies and technical personnel required to develop, manage, and deliver training
- Keep abreast of training trends, developments, and best practices

### **Training Manager Requirements:**

- Bachelor's degree in talent management, human resources or a related field (essential).
- A minimum of 10 years experience in training and development management (essential).
- Excellent written, verbal and interpersonal communication skills
- Superb track record in developing and executing successful training programs
- Critical thinker with innovative problem-solving skills
- Highly computer literate with proficiency in MS Office and related business and communication tools
- Familiar with traditional and modern training processes
- Fantastic organizational and time management skills
- Strategic, proactive, and creative mindset
- Meticulous attention to detail

Interested in joining our team? Forward your resume and (3) professional and/or personal references to:

Email: [info@clrussellgroup.com](mailto:info@clrussellgroup.com) Subject: Training Manager Position (PT)