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# Example of Leadership Program Job Description

Our growing company is hiring for a leadership program. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for leadership program

* Complete the Leadership Development Curriculum requirements of the program -- 10%
* Gain exposure to other manufacturing facilities (internal & external) and cross-functional teams -- 5%
* Assist in the on-going development of the MLDP and annual campus recruiting activities -- 5%
* Actively seek leadership experiences inside and outside of the role -- 5%
* Create and manage organization wide roll-out plan of a multi-phased Manager and Manager Without Direct Reports (MWORP) programs
* Schedule and manage program facilitators
* Maintain and develop Project Plans- Manage learning projects as required and update project information including scope, commitment, project status, and priority, milestones, and budget compliancy
* Build and execute on all program communications to participants, their managers, and HRBPs
* Ensure communications are delivered to participants before, during and after program participation in a timely fashion
* Identify and manage program registration and participant expectations

## Qualifications for leadership program

* Adult Learning Methodologies, particularly experiential learning design
* Expertise in all phases of the Learning lifecycle
* Experience with cross-enterprise, national training implementations
* Excellent presentation skills with strong abilities to facilitate successful presentations and training programs to individuals and/or large groups at all levels of the organization
* 5+ years of program facilitation experience primarily built on delivering leadership programs in an highly experiential setting
* A mindset of creativity, innovation, and energetic drive to succeed