



# Example of Process Trainer Job Description

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Our growing company is looking for a process trainer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for process trainer

- Monitor and review the progress of trainees through questionnaires and discussions with managers and provide corrective action when needed
- Provide training quality through service level and training evaluations/assessments
- Communicate with diverse audiences (e.g., employees, management, other sites, ) to provide information and clarification regarding training programs, actions, policies, procedures and industry standard practices
- Work closely with the client Training and Policy Team to confirm that training content is updated and aligned with client's Abuse Standards/Terms of Service
- Verify that that training solutions are designed in a logical, structured and clear manner, reflective of learning objectives and suited to a variety of learning styles
- Manage participation during training delivery to provide maximum contribution - test for understanding, observe behavior and alter delivery method if necessary
- Keep self-updated on learning and development standards
- Under the direction of the Director of Operations and Process Improvement provide systems and process training to all levels of staff within Ambulatory Services on established policies, standardized processes/workflows, process improvement initiatives and best practices across ambulatory practices and monitor ongoing compliance

- Provide detail workflow analysis of current state practice clinical and business operations as requested

## Qualifications for process trainer

- Experience developing training materials covering the use of Open Source Quality Improvement Tools to measure patient care
- Native level or fluent level in one of the following languages – Spanish, German, French, Italian, Dutch, Swedish is a plus
- Six Sigma Black Belt Certification from a qualified program
- 10+ years of overall work experience, including minimum of 3 years of professional experience leading/delivering classroom training and instruction
- Demonstrate proficiency on an exam of Six Sigma, Lean and/or Problem Solving content
- Proven experience providing coaching to individuals and teams utilizing training methods to solve problems