



Example of Training Facilitator Job Description

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Our growing company is searching for experienced candidates for the position of training facilitator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for training facilitator

- Single point of contact for employees and/or company staff to address escalations concerning the recent Office365 software upgrade
- Provide clear and concise information about the MS Office365 product to groups or one-on-one learning sessions
- Collect insights and provides feedback to the project leadership team to facilitate continuous improvement in operational effectiveness
- Responsible for the escalation of priority level issues to the appropriate project team member to resolve in a timely matter
- Facilitate pre-designed leadership development courses
- Learning and development- You will apply knowledge of adult learning theories to design, develop, and facilitate extensive training workshops that align with business needs, for our Media & Sponsorship team
- Organizational effectiveness-You will work with teams and leaders to determine the best interventions to drive high performance and enhance team effectiveness
- Coaching- An important part of your role will be to coach and mentor leaders, sales executives, high potentials and people managers
- Facilitation-You will partner with business and HR leaders to facilitate new-hire onboarding, strategic planning sessions and problem solving meetings such as annual goal planning and strategy development
- Change management-In your role, you will also provide consulting and training on change management initiatives to drive organizational change and enhance business performance

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- Conducts training including both group facilitation individual coaching to mitigate skill gaps
 - 3+ year training experience and/or proven ability to demonstrate strong training delivery skills including conflict management, group dynamics and adult learning theory
 - 1+ year experience in designing and developing training content
 - Knowledge of and ability to use graphic design concepts and programs
 - Prior experience in setting training strategy and program implementation
 - Strong level of knowledge in the use of laptops and desktops the ability to explain the "how to's" to navigate Windows and explain features of Office 365