



Job Description

Training and Development Partner

The Training and Development Partner is responsible for the ongoing management, development, and growth of the Engaged HR Training Department, with a focus on both customized client training and public offerings. Our clients have diverse learning and development needs and this position plays an integral role in fulfilling those needs.

General Duties and Responsibilities

Facilitation and Curriculum Design

- Facilitate training on human resource management topics such as recruitment, onboarding, performance management, leave management, discipline and dismissal, organizational culture, and more.
- Review Engaged HR's existing training programs; suggests enhancements and modifications to improve engagement, learning, and retention and/or to meet the changing needs of clientele, the organization, or the industry.
- Identify training needs and design and develop new training courses/curriculum, accessing content expertise from the team where needed.
- Identify problems and opportunities such as operational changes or industry developments to improve training.

Program Management

- Create and implement a short and long-term Training Department strategic plan and budget.
- Maintain an ongoing training calendar for public offerings.
- Ongoing creation and maintenance of "Art of" Certification programs.
- Maintain and leverage an evaluation strategy to track and report on key performance indicators (KPIs).
- Create and maintain asynchronous learning opportunities and offerings.
- Lead and collaborate with the Engaged HR training team (Administration, Marketing) in all departmental activities.
- Oversee the administration function of the Training Department.
- Ensure that training materials and programs are current, accurate, and effective, meeting Engaged HR style and branding guidelines.
- Coordinate the internal training needs of Engaged HR, in partnership with the Engaged HR management team.
- Implement new methods and techniques for training, and training requirements applicable to the organization and/or industry.

Custom Designed Training Programs

- Lead the sales process to secure custom training contracts including writing proposals and setting pricing for custom training.
- Conduct needs assessments for custom designed training for clients and prospects.
- Provide training to our client's employee groups, based on identified client need.

Projects

- Source and implement a Learning Management System.
- Source and implement an Attendee Database.

Performs other duties as required.

Qualifications

- A degree or diploma related to human resources, adult learning, leadership, or business.
- 5-7 years of progressive experience in HR, including learning and development.
- Provincial Instructors Diploma and/or CPHR designation an asset.
- Awareness of, or certification in, key topics such as Psychological Health and Safety and Diversity and Inclusion is an asset.
- Proven experience in the innovative design, development and delivery of practical and experiential learning and development programs and processes to drive employee engagement, support an inclusive work environment, and advance business strategy forward.
- Strong public speaking skills; demonstrated ability to speak comfortably in front of groups, in-person and via video.
- Advanced technical skills including advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong creative skills to design and produce course materials such as participant workbooks, PowerPoint slides, posters, and simple graphics that align with our templates and style guides.
- Demonstrated ability to independently organize workload in a customer-focused environment that includes a sense of urgency, multiple tasks and shifting priorities and deadlines.
- Strong written and verbal communications skills.
- Professional, confident, resourceful, and has a drive for success with a desire to learn.
- Exceptionally detail-oriented, self-motivated, and client-focused.
- Likes to laugh, have fun and to work in partnership with your team!

Reports to: Company ownership

Working Conditions: Engaged HR is a hybrid work from home environment that regularly creates opportunities for in-person connections as a team. The successful candidate will be based in the Greater Victoria area and be available to provide in-person training at client sites and virtual training from the Engaged HR studio at the office.