



## **Job Description**

### **Corporate Trainer**

#### **Position Summary:**

The Corporate Trainer is responsible for design, delivery and continuous improvement of training programs; conduct needs assessment, execute training, develop reinforcements and evaluate.

#### **Responsibilities:**

- Develop curriculum and design training courses;
- Administer training for designated customer groups with the ability to deliver, project and motivate trainees through effective training methodologies both in group and individual classroom dynamics;
- Conduct needs assessment and identify performance gaps and implementing training best practices to ensure alignment with company needs;
- Collaborate with internal business partners to create industry-specific course content;
- Evaluate success of training implementation by assessing achievement of learning objectives and transfer of knowledge to continuously improve training solutions and identify future learning needs;
- Utilize a variety of techniques, concepts and development and delivery of training programs and strategies;
- Manage the learning experience consistent with company philosophy and company-wide strategy;
- Performs other related duties as assigned or requested.

#### **Knowledge and Skills:**

- Thorough knowledge of adult learning techniques;
- Ability to assess adult learning and development;
- Standard and creative writing skills;
- Engagement and public speaking skills;
- Ability to organize and manage time effectively;
- Active listening and critical thinking skills;
- Effective judgement and decision making;
- Excellent verbal and non-verbal communication skills;
- Technologically intermediate/advanced skills in MS products – Word/Powerpoint/Excel.

#### **Experience and Education:**

- Bachelor's degree required or any equivalent combination of education, training and experience;
- Training & Development certification preferred;
- Minimum of 4 years in instructional design, curriculum development and training delivery or any equivalent combination of education, training and experience;
- Familiarity with learning management systems;

- Property & Casualty insurance knowledge preferred;
- Must have a training portfolio.

**Physical requirements:**

- **Light Work.** Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move around computers, projectors, training supplies and materials;
- **Standing.** Particularly for extended periods of time when training;
- **Talking.** Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- **Reaching.** Extending hand(s) and arm(s) in any direction;
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands.