

Trainer

Responsibilities

- carrying out training needs analyses;
- defining the skill-sets needed to perform different roles;
- carrying out performance assessments to determine the skills gaps between current and desirable learner skill levels;
- designing training programs appropriate to the skills needed;
- developing an appropriate mix of formal and informal development activities;
- ensuring the learning environment and resources support learner needs;
- designing course materials and other documents such as handouts, manuals and exercises;
- preparing the learning environment and resources, including setting up IT equipment where appropriate;
- delivering training programs in both a formal (e.g. a classroom) or informal (e.g. floor-walking) setting;
- supporting and coaching learners using learning technologies to deliver skills;
- evaluating the effectiveness of training programs and learning outcomes;
- liaising with partners (e.g. external course providers, employers, examining bodies) to fulfill the skills needs of an organization;
- developing peer networks to keep abreast of current thinking;
- maintaining appropriate records of learner development and also resource allocation.

Apply:

Interested applicants please submit your resume with cover letter to:

Email: talentacquisition@feinfo.com or

Mail: FEI Systems at 7175 Columbia Gateway Drive, Suite A. Columbia, MD 210