



# Cow Creek Government Office

## Position Description

**Position Title:** Training & Development Manager

**Department:** Human Resources

**Reports To:** Chief Human Resources Officer

**FLSA Designation:** Exempt

### POSITION PURPOSE:

The Training and Development Manager assesses tribal-wide developmental needs to drive training initiatives, identifies, and arranges suitable training solutions for team members. This position actively searches, creatively designs and implements effective methods to educate team members and enhance performance. This position will also develop, plan, and assist in implementation of programs that reinforce the tribe's culture and values.

### ESSENTIAL FUNCTIONS:

- Helping the Organization meet its objective by developing and implementing high impact learning & development programs in line with business needs and priorities.
- Establishing strong partnerships within the organization to gain a strong understanding of current business issues and opportunities, as related to learning and development.
- Utilize company Learning Management System.
- Work closely with the Career Center Manager and internal Tribal members for career development.
- Conducting organizational needs analysis and creating training plans to ensure that all team members have the required competencies to excel in their roles.
- Implement various learning methods companywide (e.g. coaching, job shadowing, online training).
- Design and deliver e-learning courses, workshops and other trainings.
- Administer spending against the departmental budget and assist managers in assessing their training needs so as to develop a training budget for each department.
- Train and coach managers, supervisors and others involved in team member development efforts.
- Plan, organize, facilitate and order supplies for team member development and training events.
- Conduct follow-up studies of all completed training to evaluate and measure results.
- Exemplifies the desired culture and philosophies of the organization.

## **QUALIFICATIONS:**

- Bachelor's degree in relevant field, or equivalent work experience required.
- 5+ years of experience with designing training programs and workshops.
- Ability to lead full training cycle.
- 2+ years of experience with learning management software.
- Experience with adult learning principles and learning curriculum and content design and development in multiple learning modalities.
- Strong project management skills and ability to multi-task and prioritize in a fast paced environment.
- Proactively identify problems and root causes, as well as tactics, measurements and solutions.
- Excellent team-building, organization and leadership skills.
- Ability to objectively communicate, coach, and consult with multiple levels of the organization.
- Advanced editing and presentation skills.
- Strong written and verbal communication and interpersonal skills.
- Ability and willingness to travel as needed.
- Current and valid Oregon Drivers' License required.