

Training Manager

Professional needed to utilize knowledge of adult learning methods and styles to develop and execute a comprehensive training and development plan for the Area Agency on Aging (AAA) staff and the contracted aging network of providers. Training Manager will assess and comprehend the needs of staff to develop effective curriculum and implement programs that fit the organizations goals and objectives. Occasional out of the area and overnight travel may be required to attend various training programs.

Responsibilities will include:

- * Development of a comprehensive annual plan for short and long term training needs for submission to the Administrator
- * Designing, developing, promoting, conducting and administering training programs and services
- * Promulgating, coordinating and evaluating short and long term results
- * Coordinating intra/interagency training activities
- * Establishing and maintaining effective working relationships with appropriate local educational institutions
- * Identifying, securing and evaluating internal and external training expertise
- * Continuously expanding and making use of a thorough knowledge of current developments in training technology and theory
- * Advising management of effective and efficient use of training resources
- * Providing consultative services concerning training for senior management
- * Ensuring that staff members have an opportunity to participate in training and development activities in order to develop or revamp essential job knowledge, skills and abilities essential to the approved development plan
- * Participating in the development of goals and objectives of the department
- * Participating in professional training associations in order to keep abreast of the latest technical and managerial concepts and techniques relating to training activities

Master's/Bachelor's degree from an accredited college/university in a related field, plus 5/8 years previous experience working with training and development programs. Applicant must be very knowledgeable of contemporary training methods appropriate and adaptable for adult learners, be highly skilled in communications and team development and have excellent research, problem solving and technological skills. Also, previous experience as part of a management team and handling complex relationships with subcontractors, vendors, parents, peer organizations, etc. is important.

Interested candidates should submit resume and cover letter stating position title and referral source to:

Great Lakes Behavioral Research Institute
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