

**TRAINING AND DEVELOPMENT CONSULTANT****Nature of Work**

Under general supervision, performs the full range of activities in the development and presentation of training courses and programs. Work includes preparation of curriculum, designing participant manuals, collecting and reviewing videos and other source materials, conducting/ facilitating training seminars and other processes in various settings. Designs course methodologies, arranges for training location, secures equipment supplies, evaluates training impact. Consults with agency managers on the identification of training needs and the development of courses of instruction to meet such needs. Independently conducts needs assessments for large agencies or multiple agencies; research and development of unique concept/theoretical training courses to meet management needs; evaluate the effectiveness and impact of training courses. Performs related work as required.

**Examples of Work**

Determines employee/agency training and development needs through surveys, interviews, or other sources; reviews and analyzes special requests for training courses and professional development.

Prepares or collects information and materials to be used in conducting and/or facilitating training, meetings or seminars to include lesson plans, training guides, participant manuals, videos, slides and other materials.

Schedules and coordinates training classes, workshops, seminars, conferences or meetings.

Conducts classroom or other types of training using adult education and training principles and techniques; evaluates results and makes changes or adjustments as required.

Consults with agency managers and supervisors concerning unique training needs and develops or revises courses to meet such needs.

Counsels employees and supervisors concerning training opportunities and provides information on eligibility requirements.

**Knowledge, Skills and Abilities**

Knowledge of the principles of employee training and adult education.

Knowledge of curriculum assessment and development.

**TRAINING AND DEVELOPMENT CONSULTANT (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Knowledge of the principles, practices, and techniques of employee training including methodology of determining and developing training needs and goals, alternative training methods, curriculum outlines and materials, training and teaching resources, and the assessment of results.

Ability to conduct needs assessments in the evaluation of training and organization development needs.

Ability to develop curriculum outlines and materials.

Ability to develop and/or secure training and teaching resources.

Ability to conduct classroom training workshops or seminars.

Ability to use video, audio and other types of equipment to present classroom training.

Ability to communicate effectively in a classroom setting; to effectively use small group facilitation tools.

Ability to establish and maintain effective working relationships with others.

Ability to resolve normal classroom problems.

**Minimum Qualifications**

**Training:** Masters degree from an accredited college or university in education, communication studies, business administration, public administration, communications, or industrial/organizational psychology.

**Experience:** Three years of full-time or equivalent part-time paid experience in adult training, organizational development or classroom teaching at the high school level or higher.

Established: 05/16/02  
Revised: 8/8/03; 2/16/07  
Effective: 2/16/07