

TRAINING AND DEVELOPMENT CONSULTANT, SENIOR**NATURE OF WORK:**

Under limited supervision, performs advanced level work in developing and presenting training courses and programs and in providing performance improvement consultation and coaching to agency heads and senior management. Facilitates complex change efforts by providing consultation and coaching to administrators on change leadership/management strategies and methodologies. Researches and develops unique conceptual/theoretical and practical training programs to meet management and leadership needs; evaluates the effectiveness and impact of training courses. Work includes preparation and review of curriculum, designing and reviewing online training programs and participant manuals, collecting and reviewing videos and other source materials, conducting/facilitating training seminars and other processes in various settings. Designs, proposes, and reviews course methodologies and evaluates learning impact. Serves as lead designer and consultant on learning and workplace performance projects by guiding the work of other performance consultants and professional training and development personnel. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This level is distinguished from the Training and Development Consultant level by possessing considerable latitude to accomplish tasks, performing difficult and complex work, and independently conducting needs assessment/analyses. It is further distinguished by project leader responsibility.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

- Provides performance improvement consulting and coaching to agency heads and senior management on leadership, management, strategic planning, performance management, change leadership/management, communication, conflict management, team building, and coaching issues.
- Consults with agency managers and supervisors concerning unique learning and performance improvement needs and develops or revises interventions to meet such needs.
- Determines employee/agency learning 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.
- Counsels employees and supervisors concerning learning opportunities and provides information on eligibility requirements.

TRAINING AND DEVELOPMENT CONSULTANT, SENIOR (CONT'D)

ESSENTIAL JOB FUNCTIONS: (Cont'd)

Trains, coaches, and mentors training and development professionals on practices, design, development, delivery, evaluation methodologies, and client coaching strategies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of performance improvement, economics, neuroscience, psychology, adult learning, systems theories, principles and methodologies.

Knowledge of principles and practices of strategic planning, management, leadership, problem solving, decision making, diversity, change management/leadership, process improvement, interpersonal communication, conflict management, team building, psychology, neuroscience, organizational behavior, coaching, performance counseling, motivation, and adult learning.

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.

Knowledge of curriculum assessment and development.

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 and/or manage normal classroom problems.

MINIMUM QUALIFICATIONS:

TRAINING: Master's degree from a regionally accredited college or university in education, communication studies, business administration, public administration, communications, or industrial-organizational psychology.

EXPERIENCE: Five 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: 5/21/09

Effective: 7/1/09