

Job Description

YGD/IGI is seeking a Training and Development Coordinator full-time employee with excellent integrity, communication and customer service skills. The team member must have a team player attitude and spirit of excellence in providing superior support in training and development coordination involving highly technical and professional employees in the transportation industry. The team member must be willing to travel to various training centers throughout the State of Georgia.

RESPONSIBILITIES:

- Must have knowledge of DOT, State and Federal guidelines, policies and procedures
- Must have extensive knowledge and experience providing training and technical assistance to transportation government employees
- Must have experience providing training to large groups and dealing one on one with agencies resolving transportation related problems
- Must be able to travel statewide to conduct training sessions
- Must be able to provide, administer and tract Certification and Re-Certification applications
- Implement automation to generate reports and prepare Mail merge letters, email blast, etc.
- Create and distribute large volumes of training and development materials as well as prepare and conduct LMS technical training programs
- Identify needed/appropriate trainings and develop curriculums and programs
- Conduct trainings as appropriate in various locations to include both field and office environments
- Monitor, evaluate and record training activities as well as communicating when trainings are due for recertification for all employees.
- Determine training program's effectiveness and propose new initiatives to enhance the effectiveness of trainings.
- Assess the training needs of employees and work with supervisors to help facilitate a training plan for employees
- Present information using different techniques such as lecture, group discussions, role playing to engage participation of employees
- Evaluate training materials
- Assess training needs and certification requirements
- Prepare training material and classroom agenda
- Develop and Coordinate Training Schedules, Agendas, Calendars for all facets of training
- Update the Training Manual as needed
- Conduct presentations, elearning, virtual, and webinars
- Create instructor materials (course outlines, LMS, background material, instructional materials, and training aids)
- Assist in design of computer-based and multimedia curriculum
- Develop and Coordinate Training Schedules, Agendas, Calendars for all facets of training
- Continuously enhance technical instructional delivery and presentation skills
- Ensure the quality and consistency of course content throughout a course life cycle

QUALIFICATIONS:

- BS degree in Education, HR, Training and Development or Business related field
- Five or more years of experience in training and development in transportation industry
- Work well with people, Team player with high level of integrity, people and leadership skills
- Excellent communication skills, writing skills and time management skills
- Ability to work independently and excellent technical and computer skills including mastery in MS Office, Excel, and PowerPoint
- Must have a valid Georgia driver's license, ability to obtain liability insurance and pass detailed background check
- Understanding of LMS software, curriculum design and ability to successfully administer training courses
- Travel primarily in the State of Georgia is required
- Continuous education and training will be required to stay up to date on industry trends and standards.