

Learning and Development Manager

Job Description

The Learning and Development Manager will play a critical role in the day-to-day learning and development (L&D) activities and within the HR team. This role will coordinate all L&D activities but also partner with business managers, other members of the L&D department, and HR. Activities include managing the L&D Specialists and regularly interacting with employees and third-party training providers. You should be a friendly, self-motivated team player with strong interpersonal skills. Excellent verbal and written communication skills are mandatory.

Essential duties and responsibilities

- Develops and implements a learning strategy and program that are aligned with the organization's objectives
- Has a full understanding of the various business units and their specific training requirements
- Embraces and implements various types of training
- Tracks budgets, negotiates contracts, builds and maintains relationships with third-party training providers
- Designs and produces training materials, including e-learning courses
- Assess the success of the development plans and modifies where necessary
- Hires and manages L&D specialists
- Manages the development of the HR team from a training perspective
- Act as the principal point of contact for anyone with questions about training and development
- Collaborate effectively with other relevant stakeholders
- Stay abreast of the latest developments in learning trends, changes in learning theory, and developments in learning technologies

Qualifications

- Bachelor degree in HRM, psychology, education, business, and/or related business experience; 3+ years relevant experience in Human Resources
- Demonstrate affinity with employee learning and learning technologies
- Able to design and produce relevant training materials including e-learning courses
- Familiarity with e-learning platforms
- Able to solve problems quickly and resolve issues
- Ability to communicate effectively and engage with employees
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Possess analytical ability
- Computer literate
- Ability to effectively present information to clients, public groups, boards of directors, employees, management