

Sr. Specialist – Training

Securities America

Date Posted: 2010-02-10

Located In: La Vista, NE

Department: Training

Function: Assess and create development courses; administration of the Learning Management System

Hours: 40 hours per week

Schedule: 8:00am - 5:00pm, additional hours as necessary

Contact

Address: 12325 Port Grace Blvd

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Description

Position Overview:

The primary responsibilities of this position are, to assess and create employee development courses and programs; plan, organize and implement SAU courses; and develop, distribute and track firm element continuing education courses (CE);. Additional responsibilities include working closely with department leaders and Subject Matter Experts (SMEs) on the creation of employee and advisor training and administration of the Learning Management System (LMS).

Position Requirements:

- Bachelor's degree in business/education related field or equivalent professional experience. Masters degree in Adult Education strongly preferred.
- Professional training certification and/or equivalent experience in Training/Adult Education.
- 2-5 years Securities Industry and/or corporate training and development experience preferred.
- Series 7 License preferred.
- Ability to determine training needs and develop training curriculum to meet those needs.
- Ability to communicate with co-workers, customers, and various business contacts in a courteous and professional manner.
- Previous experience working in a collaborative team based environment.
- Ability to customize training materials for each individual circumstance.
- Ability to explain complex material clearly and concisely.
- Ability to organize, prioritize, and handle multiple tasks and projects.
- Ability to be at work on a regular and predictable basis.
- Ability to work independently and with minimal supervision.
- Knowledge and training experience using the following:
 - Needs Assessment
 - Adult Learning Principals
 - Presentation Skills
 - Training Design and Development
 - Soft Skills (Coaching, Train-the-trainer, Leadership, etc.)
 - Knowledge of adult training principles, methods, practices, and techniques.
 - Excellent written and verbal communications skills.

- Skill in conducting effective presentations and training sessions.
- Skill in operating personal computer and various software packages such as Microsoft Office, Outlook, Excel and PowerPoint.

Job Duties/Tasks:

This position is responsible for, but not limited to the following:

1. Consult with department leaders on professional development needs and objectives
 - Conduct needs assessment and present recommendations on courses/programs to meet objectives
 - Design training courses and materials
 - Determine appropriate training delivery media (e.g. classroom, online, web cast, etc.) based on audience locations, learning styles, and adult learning principles
 - Facilitate training, track completion and conduct post-training assessment/consultation with leader
2. Plan, organize, monitor, and oversee delivery of Securities America University (SAU) courses
 - Ensure online course materials are up-to-date
 - Schedule semi-annual classroom training and prepare course materials
 - Coach assigned classroom instructors (leaders, SME's, professionals) to facilitate training
 - Track employee completion through the LMS
 - Administer SAU Master's level exam
3. Work closely with Compliance leadership and various department SMEs on the annual development of the company's firm element CE courses.
 - Participate in needs assessment analysis and development of annual firm element training plan
 - Coach SME's on content development utilizing critical incident interviewing techniques
 - Create online courses utilizing multi-media and content creator tools
 - Deliver content and track CE completion through the LMS
 - Notify employees and advisors of non-compliance and answer questions regarding CE requirements
4. Develop new training materials and courses as requested and implement post-training assessment tools to validate effectiveness
5. Serve as primary administrator for the LMS including content creation, delivery of courses, tracking completion and preparing reports for leaders and auditors.
6. Participate in the design, development and implementation of annual talent assessment materials and leadership development programs.
7. Maintain current library of training courses and provide recommendations for changes to curriculum.
8. Participate in various training projects working closely with the department director to plan work ensuring accountability and timely completion
9. Maintain current listing of all corporate training courses, programs, materials, participant completion, etc.
10. Work closely with Multi-media Specialist and provides back-up support
11. Perform other duties as assigned

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