Training and Development Specialist

This position is key in the development of training curriculums that will keep our associates engaged and help them develop skills and competencies in various areas, including: Leadership, Problem Solving, Effective Communication, Staff Development and many additional areas. The successful candidate will create, source, co-develop, purchase and implement training programs for all business units, teaching the skills necessary to succeed in those specific areas.

Job Duties
- Assess training needs for all areas throughout the company
- Oversee the creation and acquisition of educational materials, such as online modules. Review, obtain, organize, and develop educational materials with suitable content from a variety of sources.
- Implement training programs that make the best use of available resources.
- Present information by using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, online courses, or lectures.
- Align training with organization’s goals…prioritizing as necessary to achieve desired and timely results
- Monitor training costs and prepare budget reports to justify expenditures.
- Monitor, evaluate, and update training activities assuring program effectiveness.
- Teach training methods and skills to supervisors and other instructors, “Train the Trainers”.
- Any other duties as assigned by supervisor.

Social Skills
- **Communication skills.** Training and development specialists must clearly communicate information and facilitate learning by diverse audiences throughout all levels in the organization
- **Critical-thinking skills.** Training and development specialists use critical-thinking skills when assessing classes, materials, and programs. They must identify the training needs of an organization and recognize where changes and improvements can be made.
- **Decision-making skills.** Training and development specialists must select or create the best training programs to meet the needs of the organization. For example, they must review available training methods and materials and choose those that best fit each program.
- **Interpersonal skills.** Training and development specialists need strong interpersonal skills because delivering training programs requires collaborating with staff, trainees, subject matter experts, and the organization’s leaders. They also accomplish much of their work through teams.

Desktop Computer Skills
- Graphics - Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- Internet - Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- Navigation - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- Presentations - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail)

Tools
- Desktop/Laptop computers
- Laser/Ink-jet printers
- Overhead projectors/projection screens

Technology
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Adobe, IE, Windows, OS

Qualifications
- College degree preferred
- 5 years organizational training & development/teaching experience required
- **Airstream offers competitive salary commensurate with the position and experience in addition to a comprehensive benefits package.**

Airstream is an Equal Employment Opportunity Employer

See our website at www.airstream.com for more information about our company. Please send your resume in confidence on our website (indicate you are interested in this position) or mail to: Attn: HR, Airstream Inc., P.O. Box 629, Jackson Center, OH 45334