



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Training Specialist – Talent Management - FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for a Training Specialist – Talent Management position to be domiciled in **Baton Rouge, Louisiana** for the LED FastStart Initiative.

SUMMARY:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our curriculum will be delivered during pre and post-employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Training Specialist – Talent Management will work within the LED FastStart Talent Management team supporting client companies across multiple industries, and throughout the State of Louisiana. This role will support with training resources focused on skills development related to leadership, team effectiveness, interpersonal skills, customer service, and other areas within Talent Management.

The Talent Management Training Specialist will report to the Manager of Talent Management, supporting FastStart Project Managers in partnered work with client companies. This role will be required to travel extensively throughout the State of Louisiana as needed, and occasionally travel outside of Louisiana.

The ideal candidate will:

- Possess a strong customer service orientation, attention to detail, exceptional communication skills, professionalism and interpersonal skills.
- Possess direct work experience with the design, delivery and evaluation of training programs for adult learners, including in-person classroom, online and on-the-job settings.
- Be results oriented with an ability to work independently while balancing their workload and meeting tight deadlines.
- Demonstrate exceptional written and oral communication skills.
- Demonstrate the ability to build trust and maintain relationships with internal and external clients.
- Keep current with industry best practices and current learning technologies.
- Work with FastStart Manager and client stakeholders to understand training needs and adapts curricula with new materials and content in response to critical needs.
- Apply knowledge of adult learning to develop and deliver experiential, high-impact training and learning solutions; manages the learning environment to ensure active participation, successful learning transfer, and participant action planning that carries training back to the job.
- Approach training with a systems-mindset, and is able to connect learning objectives to the on-the-job performance objectives that support client business needs.
- Facilitate learning by asking questions to encourage discussion, provides in-class feedback to participants and follows up to ensure transfer and sustained learning.
- Be proficient in using PC or Mac, with a working knowledge of Word, Excel, PowerPoint, and Outlook

Performance Skills/Individual Competencies:

- Presentation and Group Facilitation skills
- Instructional Design and Adult Learning Methodologies
- Training Needs Assessment
- Independent research and curriculum development
- Implementation of training plans and instruction
- Uses discretion and other judgement when planning, prioritizing, and organizing the timely completion of work projects
- Teamwork and collaboration
- Open and professional communication
- Independently resolves problems related to area of expertise

Minimum Qualifications:

Bachelor's degree required, preferably in a Business related area (Human Resources, Adult Learning, Administration, Management, Technology, Adult Education, etc) and a minimum of 3 years of experience with Leadership Skills Development, Team Skills Development, Interpersonal Skills Development and group facilitation within a business environment.

Certification or training in any of the following is a plus: Leadership Development, Organizational Development, 360-Assessment, Talent Acquisition, Customer Service, Behavior or Personality Type Assessment, Training Evaluation, Performance Consulting, Supervisor and Manager Development, Project Management.

Physical & Environmental Requirements:

- Ability to multi-task and coordinate activities to ensure timely delivery of work product.
- Ability to travel and drive own or other vehicle to various locations as needed
- Ability to carry up to 20 pounds on an as needed basis

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu

Application Instructions:

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806

or

via e-mail to employment@lctcs.edu

Applications will continue to be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.
LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.