

ZOBEC SERVICES LIMITED

TRAINER/FACILITATOR

We are looking for an experienced trainer/facilitator for the delivery of leadership, business and supervisory training curriculum. The successful candidate must have a business background to include proven experience in the following areas; project management, strategic planning, business development, risk management and budget management.

Key Job Responsibilities:

- Responsible for designing learning solutions to meet client needs - by selecting and recommending the appropriate teaching-learning approach, media, and delivery platforms to design creative adult-centered learning interventions.
- Deliver learning programs using adult-centered approaches that effectively relate concepts and learner experiences.
- Conduct follow-up communication with client group/senior management to determine learning effectiveness and to nurture and build relationships for future learning interventions.

Key Job Requirements:

- Ten (10) years experience in training/facilitation or an equivalent combination of education and experience.
- Certification in Adult Education an asset.
- Proven Project Management Experience: to include detailed planning, development of project goals, leading multidisciplinary teams, control of progress and development of mitigation strategies to meet stakeholder expectations.
- Ability to direct, develop and implement innovative learning and development methodologies, systems and processes.
- Proven expertise in classroom training experience, with the ability to use a variety of adult-centered and learning-focused methods that stimulate discussion and bring learner experiences to content.
- Ability to demonstrate practical applications and flexibility in adapting programs and services to meet specific client needs.
- Identifies with the critical importance of working in partnership with team members and clients.
- Strong organization, communication and interpersonal skills in order to effectively plan, coordinate and deliver programs from beginning to end.
- Experience using project management tools and software to develop Gantt, PERT and flow charts to organize and schedule activities, track resource allocation, and monitor progress.
- Self-initiative for continuous learning and improvement in the field of adult learning and relevant teaching-learning practices.
- Intermediate to advanced skills with Microsoft Office suite of applications (Advanced in Power Point required).
- Confident and outgoing and recognizes the importance of "fun" in learning; self-directed, with a results orientation focus.

Written applications with curriculum vitae should be addressed in confidence to: Belinda Wright, Conyers Dill and Pearman, Clarendon House, 2 Church Street, Hamilton HM 11, no later than September 13, 2011.