



Training Facilitator Consultant

We are seeking a results-driven training consultant to deliver training programs that develop and improve our client skills. You will be collaborating with functional experts to determine training goals, updating the contents of current training programs, and designing measurement and feedback tools.

To ensure success as a training consultant, you should demonstrate in-depth knowledge of training methods and extensive experience as a training consultant in diverse industries. An accomplished training consultant will be someone whose expertise in teaching and learning enables optimized skills acquisition.

Responsibilities:

- Evaluating existing training and development programs.
- Revising, modifying, and updating training materials.
- Collaborating with internal departments to develop training materials that achieve defined learning outcomes.
- Creating course materials and teaching aids that support content delivery and skills assessments.
- Deploying feedback tools to assess the effectiveness of the curriculum.
- Tracking training outcomes and ensuring alignment to business objectives.
- Identifying individual and organizational obstacles to learning and facilitating interventions.
- Assess the impact of training on employee performance
- Responding to trainee questions and adjusting course content as required.
- Facilitating the delivery of technology-based and multimedia-centered teaching.
- Developing performance evaluation feedback channels.
- Conduct skills gap analysis
- Select educational methods, like on-the-job coaching, conferences, workshops and e-learning courses
- Liaise with external partners, as needed
- Gather feedback from trainees and trainers after each session
- Update curriculum database and training records

1200 G Street, NW Suite 867 | Washington, DC 20005

Telephone: (301) 773-2574 | Website: www.clrussellgroup.com



Requirements:

- At least 5 years' experience as a training consultant or a similar role.
- Exceptional written and verbal communication skills.
- Advanced proficiency in technology-based learning management systems (LMS).
- Proficiency in office software, including MS Word, Excel, and PowerPoint.
- Proficiency in virtual platforms, including Zoom, Adobe Connect, Google Meet, MS Teams,
- Collaboration and interpersonal skills.
- Organizational and time-management skills.
- Proven work experience as a Training Consultant, Training Coordinator or similar role
- Hands-on experience organizing training events
- Knowledge of traditional and modern job training methods and techniques
- Understanding of Talent Management and succession planning
- Excellent communication skills
- Solid organization skills, with the ability to manage multiple trainings at the same time
- BS in Education, Human Resources Management or relevant field

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