

JOB DESCRIPTION

Learning and Development Manager

Summary

This position is responsible for oversight of development and execution of learning strategies, delivery of training programs, assessment of development needs and tracking learning effectiveness. Manage training programs to develop employees' skills to ensure they are equipped with the necessary skills to excel in their roles and contribute to the Cooperative's success. This position reports directly to the VP of Human Resources and Safety.

Principal Working Relationships

- VP of Human Resources and Safety, Factory Operations, Human Resources and Safety

Essential Job Duties

- Continuously assesses the training needs of the Cooperative and our employees
- Identify, develop and implement learning strategies and programs
- Develop, execute, facilitate, and supervise training programs
- Design courses, career plans, and workshops
- Collaborate with vendors and training providers to ensure training aligns with Cooperative's goals and objectives
- Evaluate individual performance to ensure training is meeting needs and improving overall performance
- Review and update current training to ensure accuracy and effectiveness to improve engagement and the learning experience
- Facilitate and lead training courses
- Manage budget and vendor relationships
- Manage the technologies and technical personnel required to develop and deliver training needed
- Plan, distribute, and monitor work assignments
- Provide coaching and direction on training being delivered
- Other duties as required and assigned
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Bachelor's degree in Education, Human Resources, Business Administration or other related discipline
- Knowledge of learning and development best practices
- Proven track record of training program development and management
- Ability to facilitate and train large groups
- Application of learning technologies
- Experience in managing projects
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels
- Experience managing budgets

Competencies and skill set required to do the job well

- Excellent verbal and written communication skills
- Interpersonal skills
- Proficient in Microsoft Office and Learning Management Systems (LMS)
- Leadership skills
- Critical thinking and problem-solving skills