

Training and Development Specialist



Fouts Bros is a family-owned business since 1952 with facilities in Georgia and Texas. Fouts Bros is proud to have become one of the largest and most diverse commercial truck manufacturers in the US. Fouts Bros is committed to developing new commercial vehicles that provide industry-best value, quality, and dependability.

Our company's core values are quality, efficiency, continuous improvement, safety, and teamwork. We believe in conducting business with honesty and transparency, continuously seeking new ways to improve and evolve, fostering relationships with our community and supporting local initiatives, and operating in an environmentally responsible manner to minimize our impact on the planet.

Job Summary:

A Training and Development Specialist is responsible for assessing training needs within an organization, designing and developing training programs and materials, delivering training sessions, and evaluating the effectiveness of the training initiatives. They collaborate with stakeholders to identify skill gaps, create training goals, and measure outcomes. Additionally, they may conduct training needs assessments, research training methods and technologies, and stay updated on industry trends to ensure training programs are current and effective.

Key Responsibilities:

- Conducting training needs assessments by gathering data and information to identify the skills, knowledge, and abilities that employees need in order to perform their roles effectively.
- Creating curriculum, lesson plans, presentations, e-learning modules, and other educational resources that align with the learning objectives identified through training needs assessments.
- Designing and developing training programs and materials involves creating a structured curriculum that outlines the learning objectives, content, activities, and assessments for the training program.
- Identifying the training needs involves assessing the gap between the current skills or knowledge of employees and the desired competencies required for their roles.
- Analyzing performance data, conducting surveys or interviews, and consulting with managers to determine areas that need improvement.
- Delivering training sessions in-person or virtually involves facilitating the learning experience, engaging participants, and providing support and guidance throughout the training process.
- Identify areas where skills or competencies need enhancement, providing targeted training or development opportunities, and continuously evaluating and updating learning initiatives to address ongoing learning needs.
- Evaluate the effectiveness of training programs to drive employee growth and organizational success.

Qualifications and Education Requirements

- Possess a combination of education and experience in instructional design, adult learning principles, organizational development, and human resources.
- Holds a degree in one or more fields such as human resources, psychology, education, or instructional design.
- Certifications such as Certified Professional in Learning and Performance (CPLP) or Certified Professional in Training Management (CPTM) preferred.
- Strong communication and interpersonal skills.
- The ability to design and deliver effective training programs, knowledge of learning technologies, and a deep understanding of organizational development principles.
- Excellent presentation, analytical, problem solving, and organizational skills.
- Relevant work experience in HR Administration.
- Ability to multitask and be organized.
- Exceptional interpersonal and time management skills.
- Adaptability and accountability.
- Proficiency using Microsoft Office Suite.
- Excellent customer service skills.
- Continuous learning and staying up-to-date with industry trends are also important for success in this role.

Attributes

- Excellent telephone, verbal, and written communication skills.
- Sound knowledge of labor laws and practices.
- The ability to keep sensitive information confidential.
- Must be approachable and helpful.
- Strong critical thinking skills.
- Good ethical judgment.
- Has strong ability to generate ideas, show creativity and provide solutions.
- Must have exceptional productivity skills. Can be relied on to get the job done accurately and on time.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

