

Job description

Business Trainer (Freelancer)



Job Title:	Business Trainer (Freelancer)	Department:	Training
Location:	<i>Depends on project</i>	Travel:	<i>Depends on project</i>
Working schedule:	<i>Normal working hours 5/2 working week</i>		
Purpose of this role:	<p>The business trainer will be responsible for the design, delivery and continuous improvement of business related training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.</p> <p>With a passion and hunger to deliver quality training to the market, ideal candidate will have excellent customer service, interpersonal and communication skills, along with the ability to work independently. Ideal candidate will be a good organiser, possess excellent IT skills, be strong on administration, and be highly motivational and enthusiastic with a real 'can do' and 'will do' attitude.</p>		
Responsibilities:			
<ul style="list-style-type: none"> • Work with clients to conduct training needs assessment to design training courses; • Design and deliver both public scheduled and bespoke courses; • Provide coaching to Company's clients if required; • Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs; • Maintain positive rapport with all trainees and create a positive learning environment; • Monitor and measure effectiveness of the training; • Create high quality deliverables within project budget and policy deadlines; • Support delivery and assessment of the practical competence of the training delegates (if applicable); • Develop and produce Individual Development Plans and for trainees where applicable; • Report on the Progress, Attendance and Achievement of persons under training; • Produce Reports & Deliver Presentations as requested by Management; • Support sales and other internal departments with specialist advice and support on an ad-hoc basis; • Respond to communications in a timely fashion and maintain regular communication channels (skype / email / phone); • Be punctual at work and be present at the place of work throughout the specified hours of work. 			
Experience and Qualifications:			
<ul style="list-style-type: none"> • Bachelor or Master degree • Internationally recognized certification/qualification in Training/Assessment • Professional certification in Coaching is a plus, but not mandatory • Minimum 5 years of experience in training methodologies, curriculum development in soft skills (communication skills, critical thinking, time management, team building, etc.) • Minimum 5 years' experience as a trainer; preferably with experience delivering courses to oil and gas, power generating or industrial companies • Previous experience of working in the Gulf region considered a plus 			

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Required Competencies:

- Demonstrated ability to successfully develop and deliver training programs both in group and individual classroom dynamics utilizing skills in instructional design, program design & development, and training methodologies;
- High energy, enthusiastic, motivational training style & excellent facilitator;
- Good understanding of adult learning principles/andragogy theory;
- Strong planning, project management, problem resolution, communication, presentation, facilitation, and influencing skills;
- Superior organizational skills, attention to detail/level of quality, communication (written and verbal), and customer service skills;
- Proficient in Microsoft Word, Excel, Power Point, and outlook;
- Naturally confident and demonstrate abilities for rational persuasion;
- Able to develop and manage the necessary tests and evaluation process, to assess the skills of individuals in the scheme, before promoting them to the next level of responsibility;
- A high level of presentation skills and effective interpersonal skills;
- Readiness to travel within EMENA region.