



Rukuhia Te Mahi

Job Description

Department:

Location:

Job Title:

Job Description

The Workforce Development Coach is responsible for facilitating the professional growth and development of employees and trainees. This role focuses on designing and implementing training programs and initiatives that enhance the skills, knowledge, and performance of the workforce. The Workforce Development Coach collaborates with managers and team leaders to identify training needs and create customized development plans for individuals and teams.

Key Responsibilities:

1. Training Program Design and Delivery:

- Develop and deliver training programs to address identified skill gaps and learning needs.
- Create engaging training materials, including presentations, handouts, and online resources.
- Utilize various instructional techniques and methods to enhance learning effectiveness.
- Conduct training sessions and workshops, both in-person and virtually.

2. Individual and Team Development:

- Collaborate with managers to assess the developmental needs of employees.
- Provide one-on-one coaching and mentoring to support individual growth and performance.
- Design and implement team-building activities and initiatives.
- Facilitate group training sessions to enhance teamwork, communication, and collaboration.

3. Performance Improvement:

- Identify performance gaps and challenges within teams and individuals.
- Develop performance improvement plans and strategies.
- Provide feedback and guidance to employees to enhance their performance.
- Monitor and evaluate the effectiveness of performance improvement initiatives.

4. Evaluation and Feedback:

- Conduct assessments and evaluations to measure training program effectiveness.
- Gather feedback from participants and stakeholders to continuously improve training initiatives.
- Provide constructive feedback to employees on their performance and development areas.
- Track and maintain records of employee training and development activities.

5. Collaboration and Communication:

- Collaborate with internal stakeholders, such as HR, managers, and subject matter experts.
- Stay updated on industry trends and best practices in workforce development.
- Communicate training opportunities, initiatives, and progress to employees and management.
- Establish strong working relationships with employees to support their professional growth.

Qualification/Experience required

- Bachelor's degree in Human Resources, Training and Development, or a related field (or equivalent experience).
- Proven experience in designing and delivering training programs and initiatives.
- Strong coaching and mentoring skills with the ability to provide constructive feedback.
- Excellent communication and presentation skills, both verbal and written.
- Knowledge of adult learning principles and instructional design methodologies.
- Ability to assess training needs and create customized development plans.
- Proficient in using training tools, software, and learning management systems.
- Strong organizational and time management skills with the ability to multitask.
- Positive attitude, adaptable, and open to continuous learning.
- Familiarity with workforce development practices and trends.

Reviewed by:	Title:
Approved by:	Title:
Date Posted:	
Date Hired:	