

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Manager Training	<b>JOB CODE:</b>	
<b>REPORTING TO:</b>	SVP, HR	<b>DEPARTMENT:</b>	Human Resources
<b>FLSA:</b>	Salaried	<b>POSITION CODE:</b>	P3

### POSITION SUMMARY

The Senior Manager of Training will design and deliver all blended training leadership programs along with design and implementation of all Talent Management and Recognition Programs. Incumbent will also assist in the analysis, creation, design, and development of these training programs. Additionally, they will provide technical and operational support during the design, development, evaluation, and promotion of training and related initiatives of the organizations.

### PRIMARY RESPONSIBILITIES

- Facilitate and conduct leadership and on-boarding programs including live classroom, synchronous training, and one-on-one instruction.
- Design and develop instructional material, course curricula, assessments and reference materials for classroom, on-line, video, and eLearning.
- Partner with leaders to conduct business, performance, and gap analysis of technical skills and implement appropriate leadership and assimilation programs to address gaps and provide feedback to management.
- Coordinate the training function to include analysis of employee training and development needs, evaluation of technological skill set, recommendation, and delivery of training.
- Plan and develop specialized training for various local assets on an as-needed basis.
- Create talent management programs that engage the workforce of the future.

### PRIMARY ACCOUNTABILITIES

- Use HIPO diagnostic tool for Ready Now candidates for key roles
- 85% or better employee satisfaction
- Conduct an assessment report
- Document attendance and number of training hours
- Report GAP analysis

### JOB SCOPE

FUNCTIONAL KNOWLEDGE:	BUSINESS EXPERTISE	PROBLEM SOLVING
Requires conceptual and practical expertise in own area and general knowledge of related areas	Has knowledge of best practices and how own area integrates with others; is aware of the competition and the factors that differentiate the company in the market	Solves complex problems by taking a new perspective on existing solutions; exercises judgment based on the analysis of multiple sources of information

**LEADERSHIP:**

## Position Authority:

Incumbent

- Plan and monitor for others daily and on specific projects
- Assign and delegate work to others daily and on specific projects

With prior approval

- Establish rules, procedures, and/or standards
- Evaluate performance & take corrective action
- Resolve complaints and/or grievances

## Supervisory Responsibilities:

- Position directly manages one or more employees within a department with the authority to hire and terminate employment.

**ASSET(S) SUPPORTED:**

- Corporate
- Select Service Hotels
- Retail (Aventura Mall, Town Center, Destin Commons)
- Aviation

**BUDGET & FINANCIAL IMPACT:**

- Incumbent will forecast budget for training to identify cost implications of initiatives.
- Incumbent is responsible for improving the caliber of our teams, staff and culture which has an indirect impact on the company's financial.

**MINIMUM REQUIREMENTS****EDUCATION:**

Master's Degree or Equivalent Experience preferred

**CERTIFICATIONS/ LICENSES:**

CLP or SPHR

**RELEVANT EXPERIENCE:**

4-7 years; Proficient in conducting technical training programs in classroom and synchronous (webinar) training environment; Proficient in application of instructional and curriculum design, and adult-learning principles; Ability to establish credibility with client base.

**ADDITIONAL REQUIREMENTS:**

Strong verbal, written and interpersonal communication skills; Strong presentation skills in a classroom and virtual environment; A self-starter who desires to show ownership and commitment to the job; Ability to work independently.

Office Location: Aventura, FL

To apply, send resumes to: Carly Aaron, Executive Recruiter

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