

Corporate Trainers help employees develop their knowledge and skills through training sessions, workshops, and coaching. They work with leaders to identify development needs across the company and design and deliver programs to target the needed areas for improvement. They also provide support and mentorship to employees as they progress through their development efforts, and evaluate the effectiveness of training programs, modifying and improving them as needed.

Example positions

L&D Trainer, L&D Manager, Training Professional, L&D Specialist, Training Specialist, OD Specialist, Facilitator, Coach

COMPETENCIES

Relationship Building - Corporate Trainers develop effective long-term professional interactions with others based on trust: trust that they will always work toward the best interest of those involved and that they are sufficiently competent to provide positive results.

Instructioning - They demonstrate confidence in their area of expertise, display the patience to thoroughly explain concepts or information to others, and work with their audience to ensure understanding.

Adaptability - They are able and willing to shift course when external influences affect an initial plan, condition, or situation. Corporate Trainers are willing to change their own ideas or perceptions on the basis of new information or evidence and they are able to alter standard procedures when necessary and juggle multiple demands as required.

Coaching and Developing Others - They provide processes, methods, and opportunities for others to understand their strengths and limitations in relation to a range of relevant competencies or goals.

Professionalism - Corporate Trainers set high standards and serve as role models for work performance, ethical conduct, and respect for others. They consistently conduct themselves in a manner consistent with generally accepted moral principles and values and within the guidelines and best practices of their chosen profession.

Continuous Learning - They take responsibility for their own learning and professional development. They are objectively aware of the knowledge and skills required to grow in their career, actively seek out professional development resources to address knowledge and skills needs, and exhibit the personal discipline to accomplish learning goals.

Planning and Priority Setting - They identify priorities and develop detailed action plans that include objectives, accountabilities, time frames, standards, review stages, and contingencies.

Information Seeking - Corporate Trainers are driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing for exact information, resolving discrepancies by asking a series of questions, or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

Representative behaviors

- Builds collaborative relationships and alliances
- Positions self as a credible source of information
- Redirects efforts when goals change or results are not met
- Gives constructive feedback in a way that motivates the individual or team to improve
- Interacts with others in ways that build trust and loyalty
- Exhibits a commitment to life-long learning to maintain the knowledge and skills necessary for high performance
- Gathers all information needed to make informed recommendations



JOB MODEL

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