Training Manager

COGGINS®

POSTION DESCRIPTION

The Training Manager is a bright, highly motivated Training Professional with the proven ability to manage and lead all aspects of technology-based Training programs. Must have excellent written and oral skills, combined with deep technical knowledge of automated Fuels Management System (FMS) applications. This individual must also be highly capable of meeting task goals with minimal oversight and a proven history of teaching cutting-edge/new technologies. Have excellent research skills with the ability to multitask and adapt in a fast-paced training environment.

Duties and Responsibilities

- Develop strategies, courses and manuals that target tangible results and implement effective and purposeful training methods.
- Assess instructors' skills, performance, and productivity to identify areas of improvement, while keeping abreast of training trends, developments and best practices.
- Recruit, lead, teach, onboard and evaluate new instructors.
- Assess instructors' performance on a frequent basis, to achieve and maintain the highest standards of excellence.
- Prepare training schedules, weekly, monthly, and quarterly training reports, and presentations to meet customer requirements.
- Serve as the Development and Production Lead for all training materials, instructional videos, and Computer Based Training (CBT) courses – *to include writing and reviewing storyboards, videos and CBTs to ensure completeness and accuracy*.
- Ensure all American Council on Education (ACE) requirements are met and strictly adhered to for existing and new courses.
- Instruct formal, regional, and virtual training courses as necessary to augment the staff of CompTIA CTT+ certified instructors.
- Facilitate, develop presentations for, and promote awareness of on-line Professional Enhancement Sessions.

Education, Experience and Skills

Training Manager must have an associate or bachelor's degree in computer science, business management or related field, or relevant experience. Must have a minimum of five (5) years of proven experience in Defense Fuels Management applications, and have the following skills:

- Familiarity with modern and traditional training methods.
- Excellent leadership and motivational skills.
- Advanced database and computer expertise.
- Strong verbal and written communication abilities.
- Advanced record-keeping skills.
- Excellent decision-making and problem-solving skills.
- Good collaboration and teamwork.
- CompTIA CTT+, CompTIA Security+ and Microsoft Windows certifications, or a commitment to achieve.
- Active DoD Security Clearance or willingness to obtain.