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| Job Title: | Training & Development Manager | Reports To: | VP of Human Resources |
| Location: | Home Office | Travel Required: | Occasional for needed training purposes; onsite for 2 – 3 weeks for New Restaurant Openings (NRO) |
| Level/Salary Range: | Range 7 | Position Type: | Exempt |
| Job Description | | | |
| |  | | --- | | SUMMARY:  The Manager of T & D is responsible for improving the productivity of the organization's employees, while allowing for effective development, for individuals and the organization as a whole. This position assesses company-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This position actively searches, creatively designs and implements effective methods to educate, enhance and recognize performance.  **Essential Functions**   1. Proposes training and development goals, programs and initiatives. 2. Utilizes the ADDIE process to research, identify, create and implement performance improving solutions. 3. Designs small and large group training and development sessions utilizing different formats for best learning outcomes (lecture, hands-on activities and knowledge validation) including resources for proper facilitations. 4. Implements and facilitates training and development sessions. 5. Completes maintenance on existing training materials with an eye for accuracy and a drive for continued improvement. 6. Researches, develops and /or obtains effective training materials for all employee populations: hourly restaurant employees; restaurant managers and corporate employees. 7. Conducts follow-up studies of all completed training to evaluate and measure results. 8. Acts as an expert for the company’s learning management system. 9. Manages the training ambassadors and training program for New Restaurant Openings (NRO’s) 10. Works with HR team members to conduct job task analysis to design effectively structured career paths. 11. Researches, manages and implements the development opportunities for restaurant managers and home office employees, including coaching and the use of the Outmatch tools. 12. Serves as a project manager for all T & D projects. 13. Works with the VP of HR on managing the budget of needed training resources 14. Develops and maintains organizational communications, through various tools to ensure employees have knowledge of training and development events and resources. 15. Exemplifies the desired culture and philosophies of the organization. 16. Works effectively as a team member with other members of management, Ops leadership and the HR staff   OTHER:   1. Partners with other departments for collaboration on projects, including following the policies and guidelines in the BarFly employee handbook 2. Networks with industry and non-industry professionals for benchmarking and sharing and collaborating of ideas and resources. 3. Provides additional support on other projects, as assigned.   QUALIFICATIONS:   * Bachelors degree in HR, Training & Development, Business, Communications or related field * 3 – 5 years of experience in a Training & Development role * Restaurant experience * Knowledge of Articulate 360 and Schoox LMS a plus * Confidence in MS Office (Powerpoint, Word, Excel) required * Previous experience with a Learning Management System (LMS) * Effective communicator (in person, through email, through IM, over the phone and via POS) * Excellent multi-tasker; prioritizes tasks and operates with efficiency * Well-organized with strong attention to detail   ***Certifications:***  None Required  **PHYSICAL DEMANDS:**  *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand or sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.*  ***WORK ENVIRONMENT:***  *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this, the employee is occasionally exposed to risk of radiation specifically from monitors and/or cell phones. The noise level in the work environment can vary from time to time.*  *The above statements are intended to describe the essential functions performed by people assigned to this position title. The job description is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of members so classified. All reasonable accommodations will be made for applicants and/or current staff members who meet the requirements of the Americans with Disabilities Act (ADA).* | |  | | | | |