

Training Specialist

Bravo LT needs you to be a part of our highly motivated group of technology experts. We share a passion for technology and the community we serve, and we are committed to building long-lasting, productive relationships. We focus on giving back to the community, positively impacting society, and providing quality solutions that work. We believe in *autonomy*, *mastery* and *purpose* and in trusting people to do the right thing - and we think Bravo LT is a pretty great place to be a part of.

Responsibilities

- Identify customer requirements and develop training program accordingly
- Develop and oversee the production of classroom presentations and handouts, instructional materials, job aids and manuals
- Deliver training courses using a variety of instructional techniques, such as classroom lectures, hands-on exercises, simulations, team activities, group discussions or videos
- Assess training effectiveness to ensure proficiency of taught skills and techniques
- Coordinate all details of training program
- Perform other duties as needed or assigned by Manager

Basic Qualifications

Core

- Teamwork – Understands the importance of relationships in effective teamwork and works to establish them. Displays a cooperative spirit. Works with others to achieve company goals. Respects opinion of others
- Communication Skills – Explains or conveys information to others utilizing a variety of tools (conversations, presentations, emails, charts/graphs) to gain support or cause others to act. Is an attentive listener and uses verbal and non-verbal cues to gain understanding. Capable of speaking to a variety of audiences in clear, concise messages. Open mindedness
- Customer Focus – Understands who the customer is, both internal and external, and works to meet their needs. Reaches out to gather customer viewpoint and feedback. Responds to needs in a timely manner and provides updates/solutions

Job Specific

- Continuous Learning – Actively investigates new perspectives and opportunities and pursues training and develop opportunities
- Employee Effectiveness – Refers to employees' ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers and team members; completing work that has been outlined in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner that fulfills all requirements of the work
- Flexibility – Open to change and new information; able to adapt behavior and work methods in response to changing conditions
- Interpersonal Skills – Able to operate within the work environment through social communication and interactions; interpersonal skills are how people relate to one another and involve using skills such as active listening, tone of voice, and cooperation
- Planning – Refers to the ability to accurately scope out the length and difficulty of tasks and projects, set objectives and goals, and break down work into the process steps necessary to get things done
- Problem Solving – Able to solve problems using logic, judgement, and data to determine effective solutions

Preferred Qualifications

Desired experience with:

- 3-5 years with technical writing, training
- Computer skills; MS Office Suite, Adobe Systems (InDesign, Illustrator)
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups
- Bachelor of Science in Business Administration or Bachelor of Arts in Professional Writing, Creative Writing or Technical Writing preferred

Travel Requirements

- Travel is required; approximately 25-40% travel

To apply for this opportunity, please visit the Bravo LT Career Opportunities webpage at:

<http://bravoLT.com/careers/>