

## Training Specialist

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Company: IGA Talent Solutions

Location: England

Category: other-general

Training Support (Specialist) Join us as a Training Support professional and make a meaningful contribution to the success of our People Services Transformation. In this role, you will play a crucial part in supporting the Training Lead in the development and delivery of training programs for the HR and Payroll system implementation. If you have a passion for training support and the ability to drive learning initiatives, we encourage you to apply. You will be responsible for supporting the implementation of the HR systems by providing crucial support in the development and delivery of training programs. Your responsibilities include coordinating and providing logistical support for diverse user groups, refining training effectiveness, and ensuring a positive learning experience. Your adaptability and proactive approach to continuous improvement are vital for addressing challenges during training sessions. Proficient in documentation and communication, your role aligns with the core values that highly prioritise practical experience in HR system implementations. Key Skills and Experience: Proven track record in a training support role, with a specific focus on successful HR system implementations. Strong organisational and coordination skills to ensure the seamless execution of training sessions and related activities. Ability to work collaboratively with cross-functional teams, fostering effective communication and cooperation essential for a successful training program. Familiarity with Learning Management Systems and their integration into training programs. Ability to adapt to evolving training needs, ensuring flexibility in adjusting materials and approaches based on user feedback. Strong problem-solving skills to address challenges during training sessions and provide effective solutions. Excellent communication skills, both written and verbal, to convey training concepts clearly and engage

effectively with diverse user groups. Experience in providing user support during and after training sessions, addressing queries, and ensuring a positive learning experience. Proactive approach to identifying areas for continuous improvement in training processes and materials, contributing to the ongoing enhancement of the learning experience. Key Responsibilities: Actively contribute to the development of training materials and resources, ensuring alignment with learning objectives and project requirements. Provide logistical support for training sessions, including scheduling, coordination, and arrangement of necessary resources. Assist in the delivery of training sessions for various user groups, ensuring a seamless and effective learning experience. Contribute to the evaluation of training effectiveness by collecting feedback and insights, actively participating in post-training assessments. Collaborate closely with the Training Lead to ensure training activities align with project timelines and objectives. Provide ongoing support to users undergoing training, addressing queries, and ensuring a smooth learning journey. Actively identify areas for continuous improvement in training processes and materials, contributing to the enhancement of the overall learning experience. Assist in the documentation of training processes, materials, and outcomes for future reference and improvement.

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