Job Title: Training Facilitator

SOC Code: 3545, SOC Title: Vocational and Industrial Trainers and Instructors

SOC Code: 2312, SOC Title: Further Education Teaching Professionals

Salary: £48,000 to £72,000 pa

Location: Luton

Full time

Job Overview: A training facilitator plays a pivotal role in creating a productive and engaging learning environment. They are responsible for designing and delivering training sessions, workshops, or courses to meet the learning objectives of participants. The goal is to enhance participants' skills, knowledge, or performance in a particular area.

The Role: The role of a training facilitator is crucial in various educational and professional settings. Training facilitators are responsible for designing, delivering, and assessing training programs to help individuals or groups acquire specific skills, knowledge, or competencies.

Key Responsibilities:

1. **Needs Assessment:** Conduct thorough needs assessments to identify the specific training needs of participants or organizations. This involves gathering information, conducting surveys, or analysing performance data.
2. **Curriculum Development:** Create comprehensive training materials, including lesson plans, presentations, handouts, and assessments, aligned with the learning objectives.
3. **Delivery of Training:** Conduct training sessions in a clear, engaging, and interactive manner. Utilize various instructional techniques, technologies, and multimedia tools to facilitate effective learning experiences.
4. **Adaptability:** Adjust training content and delivery methods based on the unique needs, preferences, and skill levels of participants. Be responsive to feedback and adapt training materials as necessary.
5. **Assessment and Evaluation:** Assess participant progress and learning outcomes through quizzes, assignments, or practical exercises. Collect and analyze feedback to continuously improve training programs.
6. **Time Management:** Manage training schedules, including planning and coordination of training sessions, ensuring punctuality, and allocating time effectively during training sessions.
7. **Resource Management:** Ensure that all necessary training materials, equipment, and resources are available and in good working condition.
8. **Technical Proficiency:** Depending on the training content, training facilitators may need to be proficient in specific software applications, tools, or equipment.
9. **Communication:** Maintain open and effective communication with participants, addressing questions, concerns, and providing guidance when needed.

10. **Record Keeping:** Maintain accurate records of training sessions, attendance, and participant performance. Generate reports as required by the organization.
11. **Professional Development:** Stay up-to-date with the latest trends and best practices in training and facilitation. Attend workshops, conferences, and training programs to enhance personal and professional skills.

Qualifications and Skills:

1. **Education:** Typically, a bachelor's degree in a relevant field is preferred. Advanced degrees or certifications in adult education, instructional design, or the specific subject matter may be beneficial.
2. **Training and Facilitation Skills:** Strong presentation, facilitation, and public speaking skills are essential. Facilitators should be able to engage participants and create a positive learning environment.
3. **Subject Matter Expertise:** Depending on the training content, facilitators may need in-depth knowledge of the subject they are teaching.
4. **Instructional Design:** Understanding instructional design principles to create effective training materials is an advantage.
5. **Communication Skills:** Excellent verbal and written communication skills are necessary to convey information clearly and concisely.
6. **Adaptability:** The ability to adapt to diverse audiences, learning styles, and changing training needs is crucial.
7. **Organizational Skills:** Effective time management and organizational skills are necessary to plan and deliver training programs efficiently.
8. **Technology Proficiency:** Proficiency with relevant software, e-learning platforms, and multimedia tools is often required.
9. **Problem-Solving:** The ability to address challenges that may arise during training sessions, such as technical issues or participant concerns.
10. **Interpersonal Skills:** Facilitators should be approachable, patient, and able to build rapport with participants.
11. **Work Environment:** Training facilitators can work in various settings, including corporate training departments, educational institutions, non-profit organizations, or as independent consultants. They may work full-time or part-time, depending on the organization's needs and the nature of the training programs they deliver.

To apply? Pls forward your CV to admin@prospectsds.com or call Tel: 01582 414 144, use course title as your reference.