

JOB DESCRIPTION

Performance Coach and Trainer

Job Concept:

The creation of this position represents a major organizational step for Employers Edge. The Performance Coach and Trainer will be responsible for organizing, managing, and delivering training to Employers Edge clients. This position reports to the CEO with growth potential to a training management position that has current contract trainers and future staff trainers as direct reports.

Job Roles:

The Performance Coach and Trainers' primary roles include:

1. Deliver training and coaching programs to clients.
2. Train future trainers (contract and/or employee) as the business grows.
3. Develop/Monitor training process work flow.
4. Joint sell with Performance Consultants (sales staff) on new and resale opportunities.
5. Coordinate trainers' schedules.
6. Measure training performance and return on investment for clients.
7. Develop and implement surveys as needed for customers.
8. Advise the CEO on training industry developments and course curriculum ideas to improve content.

Examples of Specific Job Activities:

1. Deliver the Professional Development Program held at the Torrance facility each month.
2. Coach the training participants through specific goal development for each training program to ensure accountability to improvement.
3. Continuously develop training skills and look for opportunities to improve icebreakers and point-makers in the training curriculum.
4. Look for opportunities to assist sales staff in future business.

Key qualifications:

1. Training delivery experience of "soft skills" in a business environment.
2. Previous management experience at some point in their career.
3. Demonstration of EE's core values which includes 1) Customer Focused, 2) Integrity, 3) Profit Oriented, Personal Improvement, Goal Directed, Enthusiastic, Innovative, and Inter-connected.
4. Excellent Communication skills.
5. Entrepreneurial in attitude and personality.
6. Desire for performance based compensation (Salary + Commissions/bonuses).