

Performance Management

Position: Training Consultant

| <u>Major Duties</u> | <u>Performance Standards</u> |
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| <ul style="list-style-type: none">• Develop training programs | <ul style="list-style-type: none">• Research content area to be on cutting edge of new developments. Programs reflect latest knowledge in field.• Design programs which are consistent with adult learning theories and with proper mix of lecture, group participation, audio-visual, etc.• A-V materials and handouts are appropriate and look professional. |
| <ul style="list-style-type: none">• Present training programs | <ul style="list-style-type: none">• Exhibit poise and professionalism.• Establish rapport and credibility.• Speak to level of audience.• Handle questions in knowledgeable manner.• Interact with group in way to encourage participation.• Consistently get ratings of good to excellent. |
| <ul style="list-style-type: none">• Evaluate training programs | <ul style="list-style-type: none">• Use most recent templates for general and specific evaluations.• Do in timely manner:<ul style="list-style-type: none">○ Evaluation levels 1 & 2 within 1 week○ Evaluation level 3 within 6 months• Note changes needed and make alterations prior to next class. |