

# WE'RE HIRING!



## Training Manager - Denver

Dominion Voting is searching for an experienced and passionate **Training Manager** to join our team in Denver! This position will be responsible for developing, writing and delivering online and in-person training curriculum and training materials to Dominion Voting Systems customers and employees. You will also be tasked with assessing developmental needs to drive training initiatives and strategies; and fostering a culture of training & development.

### Responsibilities

- Delivers all training curriculum in a professional manner utilizing online technology, training curriculum, visual charts, videotapes, slides, etc. to effectively communicate the information to the participants.
- Develops training curriculum based on external customer and internal operational needs, prioritizing accordingly and considering the specific training needs of each group.
- Plans all curriculums according to the operations needs and individual needs of customers and employees, considering the learning abilities of both groups.
- Schedules training deliveries for each group ensuring facility setup, audiovisual setup, and customer and/or employee notification.
- Designs and develops creative methods of delivery for the curriculum to educate and inform participants, providing for interactive training sessions. This would include online training modules that had the ability to track progress of both individual courses as well as groups of courses identified to be part of a "program".
- Conducts follow-up studies and/or training surveys of all completed training to evaluate and measure results, to determine the effectiveness of the training programs and to modify training curriculum and/or delivery methods as needed.
- Plans, organizes and orders training materials and supplies for all training sessions allowing for sufficient time for delivery prior to all sessions.
- Keeps abreast of new techniques and developments in training by maintaining contact with others in the training field (e.g., professional association and educational group members).
- Works closely with a cross functional group of Executives, Directors, and Managers to develop and set training strategies and plans.

### Qualifications

- Undergraduate degree in Communications, Training & Development, Human Resources, or similar
- 8+ years of experience within a training capacity, preferably with experience working within and developing training & development programs for a technology company
- Must have experience developing training curriculum and creating effective programs for specialized learning.
- Ability to listen attentively to training participants; comprehend and summarize feedback from participants.
- Knowledge and practice of various, effective training methods which are successful in the technology environment.
- Outstanding verbal and written communication and excellent presentation and facilitation skills with the ability and confidence to speak to training groups of any size on the subject matter.
- Strong organizational skills to include multi-tasking and time management skills.
- Ability to manage projects with detail-oriented skills.
- Knowledge and understanding of basic technology with computers, both hardware and software.
- Ability to write and produce succinct training materials which are clear and concise and support the subject matter.
- Ability to travel up to 40% of the time domestically and internationally.

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