

**Location:** Makati, Philippines (Glass Tower)

**Position:** Learning and Training Development Consultant

### **POSITION SUMMARY:**

Due to the expansion of AG Globe Services, we are searching for a Learning and Training Development Consultant to cater to our business needs.

The Learning and Training Development Consultant will work collaboratively with the Head Office management team to align all policies, training materials and programs with AG Globe Services Inc.'s vision, mission and values. They will be responsible to manage all aspects of the Learning Management System to track and monitor team member completion of mandatory and professional training.

### **KEY ACCOUNTABILITIES:**

- Create comprehensive training programs and professional development modules, which utilize principles of recruitment learning and dialogue education to promote best practices throughout the organization.
- Creating and providing direction for the standardized education of AG Globe Services Inc.'s policies and procedures.
- Create training that is utilizing a blended learning model including, e-learning, hands on training, knowledge and skills evaluation and a certified trainer platform.
- Create engaging technological programs and methods for delivery of training, such as: webinars, e-learning, video conferencing, etc.
- Ensure all training programs are established and maintained in accordance with the appropriate legislation.
- Standardize, organize and help facilitate Professional Training program for all new Recruitment Managers and Recruitment Consultants
- Analyze organizational effectiveness and develop trainings and ad hoc programs designed to address specific issues or concerns.
- Monitor and report on internal and external organizational training budgets.

### **QUALIFICATIONS / SKILLS REQUIRED:**

- Must have at least 5-7 years' experience in training delivery for professional consultants with hands on approach and practices.
- Experience designing and developing learning and training materials in forms of (e-learning, eBook, Webinar training and hands on training, etc.)
- Ability to work well in a team environment - conducts assessment, recommending solutions, managing projects and training delivery
- Advanced knowledge of Recruitment Process Outsourcing an asset
- Excellent communication skills, both verbal and written, required
- Strong experience with MS-Office tools: Word, Excel, & PowerPoint required

*Please submit your updated resume to: [grace@agglobeservices.com](mailto:grace@agglobeservices.com)*



- Ability to work independently along with strong organization and time management skills required.
- Ability to work different time zones

**EDUCATION:**

- Bachelor's degree or equivalent in Psychology, Human Resources, Marketing or Business Management

*Please submit your updated resume to: [grace@agglobeservices.com](mailto:grace@agglobeservices.com)*