



*A Member Service of*



## **Training Development Director**

### **BI Learning & Organizational Effectiveness**

BI is an established, growing, and innovative business improvement company. As an ISO Certified and Malcolm Baldrige National Quality Award Recipient, our commitment to quality is nationally recognized. To continue to grow our business and better serve our customers in the pharma/healthcare industry we are seeking a Training Development Director in our Learning & Organizational Effectiveness (LOE) Group.

**This position will be housed in our New Jersey office.**

The Training Development Director will manage the delivery of training development, including detailed BI/customer account management, coordination with other business units and client services, management of the project deliverables, content development, timelines, budget and process. The Training Development Director's role will include the following responsibilities:

- Manage project development and delivery
- Manage account relationships through the life of the project(s)
- Prepare Statement of Work documents including deliverables, budgets, timeline and review process
- Gather and/or confirm business requirements
- Conduct project kickoff meeting
- Be the primary development and delivery contact to the customer
- Maintain high client satisfaction through project
- Provide work instructions and other relevant data to the project team including Project Managers, Instructional Designers, Creative Directors, Writers and other production staff
- Recruit and manage local contractors to work on projects
- Review content and revise training content
- Oversee project status reports
- Oversee project budget spreadsheets and financial system information on weekly basis
- Lead and actively participate in client calls and meetings
- Collect desired enhancements from client and gather estimates from development team for pricing and prepare change order
- Review training deliverables and provide direction and feedback to project team and client
- Work with team leads to manage project resources

- Be responsible for the quality of the project deliverables
- Conduct project debrief session with team

Qualified candidates will possess an undergraduate degree, preferably with a training, business or finance emphasis and five plus years management experience. Additional experience is required in pharma training and development and eLearning. A strong technical background with knowledge and experience in traditional training and instructional design, is a plus.

Additional qualifications will include:

- Excellent oral and written communication skills
- Effective presentation skills
- Creative problem-solving and critical thinking skills
- Ability to travel to customer sites as dictated by project needs (mainly in NY, NJ, PA, CT area)
- Able to negotiate and manage budgets, scope changes, schedules and planning on multiple projects simultaneously
- Provide clear direction, leadership and motivation to the project team
- Team building skills to build internal and external resource and client relationships
- Effectively use project management tools and techniques to create and maintain quality standards on projects
- Organized and detail oriented
- Technical aptitude and knowledge
- Mediate challenging team and client interactions
- Business requirements gathering skills
- Oversee testing and quality assurance on project deliverables.

| Interested candidates can apply on line at: <https://jobs-bi.icims.com/jobs/1617/job>

Visit our website at [www.biworldwide.com](http://www.biworldwide.com).