



**Know Your Talents™**

Corporate Division of **LearnKey**

## **Training Facilitator/Client Success Champion**

### **Scottsdale, AZ – Know Your Talents**

Know Your Talents is a premier management consulting partner. We work with business leaders across all industries to enhance culture and optimize performance at every level in an organization. We've been driving success for 20 years and are the Corporate Division of LearnKey, where our mission is to improve employability every day!

Through our Enterprise Development Solution, we provide a unique solution to the consulting and learning industry with our behavioral management platform as the cornerstone of all we do!

That's where you come in....our client success team is instrumental in helping our clients strengthen their "people strategy" by understanding behavior resulting in aligning team dynamics, strengthening communication, reducing employee turnover, and driving the right talent to the right roles.

In this role, you will be responsible for:

- **Training and Development Facilitator-** Facilitate in person and live webinars that are personalized, professional learning on behavioral methodologies for individuals, teams, job modeling, best practices/coaching. Facilitate leadership development training, behavioral certification courses, sales process training and more! Maintain training plans, curriculum, and training calendar. Administer Company curriculum with excitement and enthusiasm to ensure maximum impact and benefit from training materials.
- **Account Management-** build and nurture client relationships, partner with business leaders and HR staff with companies in all industries and sizes to maximize companies success in leveraging behavior across the organization. Help organizations generate and execute behavioral strategy, collaborate, and guide productive dialogues and discussions by listening to people, obtaining relevant information and turning these into valuable insights



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- **Onboard/implementation of new clients**-engage and educate new clients to navigate systems, resources, and questions related to the “Know Your Talents” Model. Executing as mentor and coach ensuring progress is being made during implementation.

A promising candidate will possess the following competencies and experience:

- 3 years of experience in a human resources, learning, education, or talent role having successfully led training sessions both virtually and in-person
- Bachelor's degree in Business, Communications, Human Resources, Education, or related field is preferred
- Demonstrates the ability to be adaptable and agile, utilizing a flexible approach to manage competing priorities and stakeholders, and stays focused and organized in a fast-paced work environment
- Willingness to go the extra mile – high level of customer service is a must!
- Time management and prioritization skills to ensure assigned responsibilities are completed in an efficient manner
- Communication skills (presentation, verbal, written, etc.); is able to effectively communicate to all levels of management, both internally and externally
- Ability to analyze data from various reports, draw conclusions and make recommendations concerning the effectiveness of solutions
- Extremely strong computer skills including proficiency in Microsoft Word, PPT and Excel

Come explore a growing company where making a difference in people’s lives through purpose and passion is what our team is about! **Qualified candidates, please send resumes to Donna Dietrich at [Donnad@knowyourtalents.com](mailto:Donnad@knowyourtalents.com)**