

### Corporate Training/Consulting

As a Corporate Trainer/Consultant for the Corporate and Workforce Solutions division of Front Range Community College, you will partner with businesses to provide short-term training to teach skills and knowledge to employees. The training you will provide is customized, industry specific and helps strengthen the skills of the organization's employees.

In this position, you will educate new and existing employees on how to perform their jobs more effectively. You will also address advancements in technology, the latest findings from research and development, and changes in the marketplace. You will provide enhanced education to current employees to keep everyone up to date on changes in the industry that affect job requirements. Your work will be on a project-based, part-time basis. Hours vary based upon client requests.

Training opportunities will generally be in the Northern Colorado and North Metro areas. Trainings will be both in-person and virtual.

### TRAINING OPPORTUNITIES - Topics may include but are not limited to the following:

- Project Management
- PMP Exam Prep
- Agile
- Waterfall
- Scrum
- Train the Trainer

### REQUIRED COMPETENCIES:

- **Critical Thinking:** Corporate trainers will have to develop or assess materials that will help employees understand the subjects being taught. Trainers will have to understand the needs of the employees and judge what will work.
- **Decision Making:** Trainers will have to decide the best programs to train their employees and meet the needs of the organization.
- **Communication Skills:** Trainers need to speak present to groups of employees, speak personally with individuals, report to management and meet with vendors. They must be friendly, clear, strong speakers.
- **Presentation Skills:** Trainers must have excellent presentation skills to present training programs.
- **Interpersonal and Observational Skills:** Trainers require good interpersonal and observational skills so that they can assess trainees understanding and knowledge of the training materials.

### REQUIRED EDUCATION/EXPERIENCE:

- **PMP**
- **Subject Matter Expertise:** Trainers must have comprehensive knowledge of the topic they are discussing so that they can communicate the correct information and handle any questions from trainees. If they are providing instruction in skills, trainers must be competent to demonstrate the skill themselves.
- Proficiency with virtual training platforms such as Zoom to deliver training virtually is preferred

**SELECTION PROCESS** – If you are interested in being one of our Corporate Trainers, please email the following documents to [FRCC.CorporateSolutions@frontrange.edu](mailto:FRCC.CorporateSolutions@frontrange.edu):

- Resume or Vitae detailing your qualifications
- Cover letter specifying what topics you are qualified and interested in being a Subject Matter Expert Trainer or Coach/Consultant