



Training Support Developer

Education

Experience 3+

Citizenship Requirement US Citizen

Clearance Required Secret

Location Washington, DC

Job Responsibilities:

The Training Developer leads or assists in the design of courses and web-based tools and the implementation of learning improvements. This role is responsible for developing all internal course content.

Skills Required:

- Analyzes job functions and task skills; training audiences; training infrastructure
- Assist Training/Learning Lead in gathering existing training curriculum, and information that may be used to develop and assess the current/future training program
- Assess current roles and the skills needed to perform them within areas affected by implementation
- Identify broad areas of end-user learning and performance support needs
- Obtains content developers from internal sources or outside sources (where needed)
- Develop a detailed plan for the development and delivery of education/training materials required to support the new performance management technology, processes, and metrics
- Develop Instructor-Led Training (ILT) design document, instructor guide and participant guide
- Develop Web-based Training (WBT) design document, storyboard
- Develop courseware and end-user documentation that covers the required knowledge and skills
- Evaluate if the end-user training product effectively created the changes in knowledge and skills specified
- End-User Audience Analysis and Training Course Outlines
 - Position recommends experience in role-based training curriculum development
 - Position recommends experience using the Analysis Design Delivery Implementation and Evaluation (ADDIE) model



- End-User Training Tools (ITL, WBT, User Documentation)
 - Position requires Oracle User Productivity Experience
 - Position requires PeopleSoft familiarization
- Integrated Process Design and Process Assessment
 - Position recommends experience in business process reengineering and requirements gathering
- Internal Assessments
 - Position recommends experience in training audit and evaluation methods
- Training Material Development, including Orientation Materials (e.g. Train-the-trainer)
 - Position requires experience in content capture and development
 - Position recommends experience in methodologies such as change management or train-the-trainer
- 3+ years of work experience using MS Office Suite, including Word, Excel, PowerPoint, Project, and Visio
- UPK
- Excellent verbal and written communication skills
- Excellent writing skills for technical and business documentations
- Training: Peoplesoft Human Resources Rel 9.x OR PeopleSoft HCM Rel 8.x to 9.x delta