

Lawley

INSURANCE | EMPLOYEE BENEFITS

Learning & Development Facilitator

Position Focus:

- Responsible for associate coaching, development, and continuing education (Licensing, etc.)
- Facilitate and organize development services in consultation with leaders and teams
- Implement training and development initiatives to assure alignment with the agency's strategic plans
- Build, curate, and maintain the agency's Learning Management System (Bridge)
- Develop and implement a career development track model for key positions that acts as a resource to managers for coaching and associate development opportunities
- Administer Associate Handbook policies around education and the repayment clause
- Deliver development assessment tools and seminars for internal teams; DiSC, StrengthsFinders
- Coordinate/facilitate value added seminars, lunch and learns and in house CE programs for Lawley's associates including sessions provided by external expertise
- Conduct new hire orientations and initiate the onboarding process
- Participate in projects and other duties as requested or required
- Support all Lawley Insurance initiatives, as guided by Lawley values, sales culture, business needs and scorecard

Successful candidates possess:

- Minimum of six years of experience in an administrative support or related position
- Bachelor's Degree or higher preferred in HR, Education, Business or related field
- Demonstrated leadership, facilitation and coaching skills
- Extensive knowledge of Microsoft Office, including Word, advanced Excel, PowerPoint & Outlook
- Experience managing a learning management platform preferred
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise communication skills, even under time constraints



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.