Part time Freelance Position Available with Flexible Hours for an Experienced Software Trainer

We are a small privately held software company with over 30 years of experience doing business with small and mid-size companies. Training Factory is a New Jersey based company that provides training development and delivery services for clients involved in a number of industries, including

* Pharmaceutical/Life Science
* Process Manufacturing
* Oil & Gas, Energy and Mining
* Healthcare/Hospital
* Government Organizations

Training Factory is the prime training partner for the Princeton Center for Education Services, Inc., and is the main provider of on-line training for the ExpressTrain Suite of tools. As such, Training Factory is seeking a free-lance, independent Trainer to deliver the WebEx training sessions to new clients as part of the initial installation, support and custom configuration stage of each new client contract.

POSITION DESCRIPTION:

**Independent Contractor: Free-Lance Trainer for remotely delivering software training sessions**

**\*\*This position is project-based and does not include paid time off or benefits.**

**\*\*Qualified candidates can reside in the USA, and may work out of their home/office using the company WebEx access account.**

**Scope of Role:** This position requires a person to develop and deliver software training sessions to end users. The trainer will be required to learn how to use the software tools, and will work with company experts to update materials and deliver training that is specific to the client's configuration.

Trainers must have excellent verbal and written communication skills with demonstrated experience in the following functions:

* Delivering software training to all levels of staff, with preference to structured content related to Policies, Procedure and Protocols.
* Designing and/or redesigning content
* Conducting workshops
* Providing feedback to learners on progress in class
* Providing regular feedback/status reports to participant's management
* Mentoring and coaching users to bridge performance gaps
* Delivering train the trainer sessions and coach less experienced trainers

**Responsibilities Include**:

* Prepare for and deliver training to target audiences via webinars.
* Use adult learning techniques, training tools and terminology appropriate to the learner and topic.
* Adapt presentation style to meet the learner needs.
* Anticipate, address and field questions.
* Provide both positive and constructive feedback to learners.
* Present information using a variety of instructional techniques or formats, such as demonstrations, monitoring user exercises, role playing, group discussions, videos, or presentation slides.
* Ensure all training materials are updated on a timely basis, using the most current, up-to-date format and content.
* Understand the basic component of developing a custom configured training solution.
* Confer with Training Factory management and Client subject matter experts to gain knowledge
* Deliver training related custom configured projects, as needed.
* Create training assessments and surveys. Evaluate trending learning event results.
* Design and develop training aids, including instructor and participant guides, job aids, quick-fact reference guides, and other various materials.
* Design and develop online training materials specific to company’s programs, policies, and processes.
* On an ongoing basis maintain, revise, and improve existing online courses.

**Minimum Qualifications:**

* Relevant experience and superior MS-Office skills
* High Speed Internet Access and a Windows 10 PC is required
* Ability to work from your home/office
* 5 or more years of experience in the area of Training Design and Delivery
* Experience with adult learning concepts and training delivery techniques
* Proficient in Microsoft products; Word, PowerPoint (this is critical)
* Demonstrated mastery of online instructional delivery using webinar software
* Independent; does not require daily guidance in order to thrive and take initiative
* Communicate effectively in visual, verbal, and written form
* Preferred Qualifications:

*Training Factory, Inc. is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical disability, military/veteran status, or any other group protected by Federal or State law or local.*

JOB: Learning & Development Training

ORGANIZATION: Training Factory

TITLE: Software Product Trainer

VIRTUAL/WORK FROM HOME? Yes (preferred)