

## Job Title: Sales Trainer

<b>Job Family</b>	Homes - Sales
<b>Reports to</b>	Senior Sales Trainer

### Job purpose

You will work with the training team to provide a comprehensive and seamless training service to the business and our colleagues from new starters to existing colleagues at St Modwen Homes. You will be responsible for the development, implementation and evaluation of all training, consistently seek ways to improve our service to the business.

### Key Accountabilities

- Creating and designing interactive learning and development materials to offer a blended approach to learning
- Administration as required for training courses and programmes including preparing delegate and trainer packs and arranging logistics such as delegate invites and room bookings
- Promote learning through a variety of delivery methods including classroom workshops, eLearning and on-the-job coaching.
- Supporting the collation and updating of accurate training records & materials, including monthly reports on progression and completion of training carried out.
- Coordinating new starter inductions and the 6-month induction programme.
- Support the senior sales trainer in designing and delivering country wide training and inductions.
- You will have exceptional presentation skills as well as the ability to effectively train and develop our team at all levels and ability within the organisation. This will be done by delivering innovative and engaging training sessions as well as the new starter 6-month induction module.
- Ability to communicate effectively up to Board level and proven stakeholder management skills.
- Maintain knowledge and adhere to relevant Group Policies and Procedures, Legislation and Regulations
- Develop and ensure safe working practices including lone working.

### Experience, Skills and Knowledge required

Knowledge of the learning cycle, different learning styles and coaching methods would be preferable though not essential

The ability to work both as part of a team or independently on own.

Strong administration skills.

The ability to multi-task and work to deadlines to the needs of the business.

On-going Coaching in the form of side by side, live listening, and call recorder listening to identify any skills gaps and build bespoke training to suit individual needs.

### Core OR leadership Competencies - enclosed