

Development Specialist

The Development Specialist is a professional, full time, and permanent position that requires at least a bachelor's degree in training and development, structural instruction, instructional design, human resources, psychology, social development, or similar, plus six months of experience relevant to the occupation. An advanced degree in a relevant field of study might be considered as substitute for the required minimum experience.

Associated Duties:

1. Assist with the development of position profiles.
2. Develop assessment questionnaires for job applicants.
3. Create career development programs and development path for the organization.
4. Design surveys, questionnaires and surveys and conduct session to assess the level of employee commitment, satisfaction, and motivation.
5. Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers and instructors.
6. Serve as liaison with external consultant, trainers, instructor in the areas of organizational development, career development, recruitment and retention, etc.
7. Design, plan, organize, or direct orientation and training programs for employees, both in supervisor and staff position.
8. Offer specific training programs to help workers maintain or improve job skills, increase commitment with the organization, increase job motivation, productivity, ability to work in group and to integrate teams. The Development specialist should pay special attention to the group's need to increase awareness about the several businesses that integrate the corporate group and the potential that all employees have to grow within the organization.
9. Prepare presentation and informative material using a variety of instructional b discussions, videos, or lectures.
10. Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
11. Coordinate logistics with each restaurant and/or area manager for trainings, sessions, interviews, etc. with the corresponding employees.
12. Monitor, evaluate, or record training activities or program effectiveness.
13. Develop alternative training methods if expected improvements are not seen.
14. Evaluate training materials prepared by instructors, such as outlines, text, or handouts.
15. Evaluate modes of training delivery, such as in-person or virtual to optimize training effectiveness, training costs, or environmental impacts.