

TALENT DEVELOPMENT PROGRAM MANAGER

About The Role

The Development Program Manager is responsible for the successful design and delivery of employee programs. This role draws on deep instructional program design, facilitation, and delivery experience, as well as strong business acumen. As the Talent Development Program Manager, you will lead the development of learning experiences that produce measurable impact and support the talent pipeline while maximizing the professional growth, development, and impact of our employees. You will take a strategic, analytical, and systems-based approach to building programs. You are employee centric and cross-functional in your approach and clearly and proactively communicate with your stake holders.

Responsibilities

- Own the design and implementation of several development programs to improve the engagement and performance of our employee base. Potential programs could include :
 - New Hire/Onboarding
 - Leadership/Employee Development
 - New Associate & Internship
 - Compliance Training
 - Support of large-scale change management events.
- Designs and facilitates training and development sessions, interactive meetings, and a variety of solutions using a variety of blended learning approaches to meet the business needs
- Develop and manage structured project plans to drive to successful execution of programs.
- Partner with critical cross-functional partners within HR, leaders across the business and the Learning Council to take a holistic approach, incorporate feedback and address interdependencies while building and maintaining a positive, collaborative partnerships.
- Put plans in place to evaluate program effectiveness and understand organizational needs to continuously improve Talent Development programs and drive strategy and priorities.
- Partners with external vendors where appropriate and manages budget and vendor agreements when necessary

Qualifications

If you don't think you meet all of the criteria below but still are interested in the job, please apply. Nobody checks every box, and we're looking for someone excited to join the team.

- Bachelor's Degree with 5-8+ years Talent Development and Learning experience.
- Instructional design experience building and delivering high-visibility, programs.
- Expert facilitator capable of consistently and effectively engaging a wide variety of audiences.
- Knowledge of leadership and organization development, change theories, learning models and best practices, instructional design strategies, and learning assessment.
- High levels of ownership, initiative taking, and desire to build something great.
- Experience working with remote / distributed teams.
- Demonstrated, end-to-end project/program management experience.
- Demonstrated consultative approach: excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels.
- Ability to analyze and synthesize data from multiple sources to identify themes and develop compelling recommendations.
- Ability to work autonomously and effectively in a fast-paced, complex, multi-tasking environment.
- Strong command of Microsoft Office skills and ability to produce deliverables
- Up to 30% travel could be required based on role responsibilities

Location

This position can be based out of any of our Cleveland-Cliffs locations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.