

Division/Department	TRAINING	Type of position:	New Concepts Management Solutions
Location	Open	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Contractor	www.ncm-solutions.com
Job Title	FACILITATOR/TRAINER <ul style="list-style-type: none"> • Senior Level • Journeyman • Junior 	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Please send resumes to: info@ncm-solution.com

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: SENIOR LEVEL

Facilitator/Trainer Support. Duties include providing training, facilitation, and related decision support services to offices engaging in group training sessions, collaboration efforts, working groups or integrated product, process or self-directed teams.

Facilitator/Trainer Senior Level: Plan, schedule, coordinate, setup, and conduct facilitation activities with host organization/personnel and attending organizations/personnel. This effort includes:

- establishment of site location, setup of audio/visual equipment/devices and computer equipment
- consult on subject matter, lead/assist in strategic planning, cope with controversial subject matter and differences of opinion from the attendees, and be able to channel the discussion into constructive exchanges and plans that lead to satisfactory solutions
- ensure agenda, attendees' list, minutes, and resulting action items are documented for the record
- provide off-the-shelf, or customized off-the-shelf training packages to meet specific program needs related to management, organization and business improvement services
- provide a variety of Government/Industrial acquisition reform related training/concepts, user application of unique software, policy, implementation/procedures, new processes, techniques, metrics, models, and other time-saving/cost-saving initiatives and processes to meet specific program needs related to management, organization and business improvement services.

Minimum Experience Requirements: Fifteen years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing to large gatherings of personnel and experience in presentation to personnel with high levels of Responsibility/importance. Experience requires facilitator/trainer personnel to be proficient in effective briefing and communication techniques.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JOURNEYMAN LEVEL

Facilitator/Trainer Journeyman Level: Assist Senior Level Facilitator in all activities detailed above.

Minimum Experience Requirements: Ten years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing to large gatherings of personnel, with effective briefing and communication techniques.

GENERAL DESCRIPTION/EXPERIENCE/EDUCATION: JUNIOR LEVEL

Facilitator/Trainer Junior Level: Assist Senior Level Facilitator in all activities detailed above and setup and operation of audio/visual equipment/devices and computer equipment. Junior facilitator will help ensure agenda, attendees list, minutes, and resulting action items are documented for the record.

Minimum Experience Requirements: Three years experience in related facilitation and training activities. Duties require individual to possess experience in public speaking and hosting/briefing. Experience requires individual to be effective in briefing and communication techniques.