

**JOB DESCRIPTION**

**Associate Director of Learning and Development**

<b>Department</b>	Commercial
<b>Direct Supervisor</b>	Peter Kowal
<b>Management of Team</b>	N/A

**Key Responsibilities**

- Responsible for the design, development, and implementation of training materials for current and future products.
- Identify, develop, and implement advanced learning programs focused on clinical acumen, skill development, strategic partnerships, and account management designed to improve the effectiveness of all field teams.
- Establish learning & development objectives and initiatives that translate strategy into actionable, goal-oriented behaviors of high performing commercial field teams.
- Work with sales Leadership and other cross-functional departments to support new hires from onboarding, completion of new hire training and ongoing skill development
- Demonstrate a high level of collaboration with leadership including sales, marketing teams, commercial operations, market access, human resources, and information technology to ensure efficient onboarding processes are in place and increase the speed to competency.
- Deploy learning programs across onboarding, home study curricula, live/virtual training programs, area/regional meetings and national sales meetings/POAs.
- Proactively assesses knowledge gaps within field teams in collaboration with appropriate colleagues, seeks opportunities to address gaps through training initiatives and programs.
- Learn new disease state materials and be prepared to implement training of these materials in a timely fashion.
- Evaluate the competency levels of training class participants providing detailed evaluations and feedback in a timely manner.
- Work with sales management to formulate a development plan
- Ensure that all activities and materials are compliant with internal regulatory and legal requirements.
- Partner effectively with Sales, Medical/Clinical, Legal, Regulatory, and any other strategic partners to develop and deliver training as needed.
- Collaborate with cross functional partners to guide, manage LMS (Learning Management System) administrator and any distance learning technology for commercial field team.
- Efficiently manages vendor partners from selection through content development and deployment.
- Collaborate with medical and commercial teams to conduct presentation skills training for speakers.
- Participate in research to assist in development of future materials to enhance training.

**Qualifications Required**

- 3-5 years' experience in a Sales Training role within the Pharmaceutical or Device industry.
- Experience in HIV or rare disease
- Pharmaceutical/Device experience a plus
- Experience delivering training to a variety of audiences in a corporate setting

- Preferred experience selling and/or training
- Bachelor's degree required
- Ability to command a strong classroom presence, understand the pharmaceutical / device industry, and display the ability to convert concepts, skills, and knowledge into a learning context for participants
- Fundamental knowledge of adult learning principles preferred
- Strong platform / presentation / facilitation skills
- Proficient in Word, Excel, and PowerPoint
- Project management abilities
- Adept at learning new technical, clinical, and medical product and disease state knowledge
- Willingness to travel and overnight availability

**Personal Qualities for all Staff**

- Ability to set goals and meet deadlines
- Ability to prioritize
- Ability to generate ideas and find solutions
- Ability to work both alone and in a team
- Team spirit and tendency to help each other
- Versatility and flexibility