

SENIOR LEADERSHIP DEVELOPMENT SPECIALIST

UFG

Cedar Rapids, Iowa

Full-Time

OVERVIEW

UFG offers you an award-winning workplace and a trustworthy, financially stable company. While we've always known our commitment to employees and financial stewardship, it is good to have others recognize our dedicated efforts. We've been named an Iowa Top Workplace by the Des Moines Register for four consecutive years, and included on Forbes' "America's Most Trustworthy Financial Companies" every year since 2014. Additionally, UFG is a super-regional property and casualty insurer rated "A" (Excellent) by A.M. Best Company.

UFG is looking for a Sr. Leadership Development Specialist who will ensure that management and leadership development strategies are in place to achieve desired results and maximize leadership effectiveness or reinforce leadership development across the organization. This individual will identify leadership development needs, design appropriate solutions, and deploy programs, tools and processes to enhance organizational leadership capabilities while ensuring alignment to the overall learning and knowledge strategy for UFG.

The Sr. Leadership Development Specialist is expected to coach UFG leaders/managers in support of leadership development programs. This role is also expected to assist in the development of curriculum for leadership programs, as well as teaching leadership and behavioral based training courses. While the Sr. Leadership Development Specialist does not have formal supervisory responsibility, this person works through and with others to succeed.

RESPONSIBILITIES

- Stays current with and proactively adopts evolving practices, trends and tools in the talent and leadership development field (i.e. learning sciences, instructional design methodologies, leadership development practices, etc.)
- Takes initiative and as assigned, provides active management of leadership development programs, projects, and courses from start to finish. (i.e. from initial request/concept to conducting impact analyses of solution)
- Supports the development and implementation of talent or leadership-related programs, processes, and tools (i.e. succession planning, performance excellence, career journey, up-skill/re-skill strategies, etc.)
- As assigned, coordinates, administers, and manages the logistics required by a leadership development program, project, processes, tools, etc. (coordinating needed training with appropriate employees regardless of location, leadership assessments, training materials, etc.)
- As it relates to behavioral and leadership-related items, serve as a consultative partner with the business to conduct front end analyses that accurately diagnoses situations,

identifies desired business impact and performance/skill gaps, gain relevant business and performance insights, and to collaboratively develop appropriate learning and knowledge solutions that address the communicated challenge or opportunity.

- Designs and develops comprehensive, appropriate learning and knowledge solutions (70-20-10 model) that achieve agreed upon results and expectations from the business, which includes content, performance supports tools/job aids, materials, relevant processes, or other required supplemental items.
- Provides instructional design and facilitation/training delivery of behavioral and leadership development content through usage of existing programs/content or through the creation of new programs as required by the business.
- Provides a positive learning experience when facilitating through appropriate usage of facilitation/training delivery principles, exhibiting positive attitudes and behaviors, creating an inclusive environment for all participants, and through proper management of any inappropriate behaviors during facilitation.
- As needed for behavioral and leadership-related items, partner with and facilitate with business partners on curriculum in order to provide relevant practical examples of the concepts or tools being learned.
- Demonstrates proper use of training materials, including written documents and electronic equipment
- At a minimum of annually, reviews and updates documentation to verify accuracy and relevancy.
- As needed, consults with business partners to assist in learning transfer in the workplace once training it comes
- Evaluates effectiveness (quantitative and qualitative, if applicable) of learning and knowledge solutions at the reaction, learning, performance/behavior, and business outcomes level (Kirkpatrick's Evaluation Model) through soliciting input from participants and relevant business partners. Communicates impact at each level and provides recommendations on ongoing efforts.

QUALIFICATIONS

Education:

- Bachelor's Degree in education, HR, business management, organizational leadership or other related fields of study and a background in adult education or training.
- Advanced Degree preferred

Experience:

- 5+ years proven track record of design and delivery of leadership and/or behavioral based training in a corporate environment, with a strong emphasis on leadership development and/or coaching.
- 5+ years of experience in training adults or adult-related education.

- Experience in project management, including schedule, scope, issues and risk management experience relative to learning related projects.

Knowledge, Skills, and Abilities:

- Ability to be an “intrapreneur” who takes initiative, consults with the business, and responds to challenges or barrier with a growth mindset
- High business acumen and understanding of organization issues and challenges.
- Knowledge of technology-based learning
- Knowledge of adult learning theory
- Knowledge of training evaluation theory
- Excellent presentation and teaching skills
- Creativity and the ability to relate oral and visual training
- Familiarity with project management approaches, tools and phase of the project lifecycle.
- Ability to network and collaborate cross-functionally.
- Ability to relate to all level of the organization to build credibility and generate buy-in to change.
- Interpersonal skills with the ability to develop a deep and broad network of influence.
- Strong leadership skills with the ability to drive collaboration and cooperation across the company.
- Strong communication skills with the ability to communicate effectively at all levels of the organization.
- Ability to partner with other leaders and gather support behind a new program, process or procedural change.
- Ability to generate innovative and creative solutions that suits the company culture, objectives and supports operational excellence.
- Ability to handle confidential information and material with the highest degree of professional responsibility.

CONTACT INFORMATION

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POST DATE

November 17, 2020

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