

# Training Manager

Location: Orlando, Florida  
Job Status: Full-Time

## Position Summary:

We are seeking a dynamic and detail-oriented **Training Manager** to join our team. To lead our learning and training strategy, manage its implementation and measure its impact. To maintain compliance with established company ISO requirements for employee and external customer training. To facilitate the necessary coursework to achieve predetermined competencies for positions in the company and maintain appropriate records.

## Essential Duties and Responsibilities:

- Ensuring strategic alignment of the training department with business goals
- Drive training initiatives and identifies and arranges suitable training solutions for clients.
- Evaluating individual and organizational performance to ensure training meets business needs and improve performance.
- Identifying training needs by consulting with stakeholders and using needs assessments.
- Developing and delivering training solutions that meet business needs.
- Optimizing training processes for efficiency.
- Selecting and managing resources, including working with both internal employees and training vendors to develop and deliver training.
- Managing the technologies and technical personnel required to develop, manage, and deliver
- Obtains and /or develops effective training materials utilizing a variety of sources.
- Complete training surveys to evaluate and measure results.
- Ability to design and implement effective training and development.
- Other duties as assigned.

## Supervisory Responsibilities:

- None

## Competencies:

- **Attention to Detail:** Ensuring accuracy in all tasks, including proofreading training material, data entry, and training videos.
- **Communication Skills:** Excellent verbal and written communication skills and strong presentation skills.
- **Organization Skills:** Adept with a variety of multimedia training platforms and methods.
- **Time and Priority Management:** Ability to effectively manage multiple tasks and prioritize responsibilities to meet deadlines in a fast-paced environment.
- **Collaboration and Teamwork:** Working effectively with others, showing respect for diverse perspectives and cultures, and contributing positively to team goals.

## Qualifications:

### Required

- Bachelor's degree in relevant field.
- 5+ years of experience designing and implementing training programs.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail oriented with strong organizational skills.
- Certified Professional in Training Management (CPTM) **Preferred**, not required.

### Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Must be able to pass an Adacel background check while employed.
- Ability to travel up to 60% annually.
- Active Driver's License

### Physical Requirements:

- Occasional lifting – up to 50 lbs.
- Repetitive wrist, hand, and finger movement.

### Work Environment:

- Alternative work schedule 9/80 when possible (Every other Friday off work when project permits)
- Normal office environment.
- Constant airline and car travel.
- Typically sitting at a desk, walking and standing.

## Benefits:

- Two weeks of vacation, seven paid holidays, one floating holiday, plus up to 40 hours banked holiday time.
- Sick time accruals.
- 401K plan with company match.
- Employer contribution towards health insurance.

## How to Apply:

- You may apply by accessing the following link: [Click Here](#)
- Adacel will only review the first 30 applicants, if no candidate is selected will proceed with the next 30, and keep on until selections is made.

## About Adacel:

Established in 1987, Adacel plays a significant role in global air space safety. A world-leader in its industry, Adacel applies cutting-edge technologies to develop advanced air traffic control simulation and training systems and state-of-the art air traffic management solutions. Adacel's customers include international air navigation service providers (ANSPs), military, defense & security organizations, universities, and airport authorities. More than 21% of the world's airspace is managed with Adacel's Aurora ATM software. MaxSim Tower Simulator and Training systems lead the industry with the highest number of installations worldwide. MaxSim is also the first ATC simulation system in the world to deliver Virtual and Mixed Reality training capabilities into the classroom. Adacel's latest flagship system, REVAL, a digital Air Traffic Control (ATC) tower system delivers a wide spectrum of digital tower operational solutions, from consulting services to system design, development, deployment, and support. For more information, please visit [adacel.com](http://adacel.com).

## Disclaimer:

Adacel is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

This job description reflects management's assignment of essential duties and responsibilities. It does not restrict the duties and responsibilities that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities. If this job has a travel requirement, note that the frequency of travel may increase at any time due to adjustments in Adacel's business needs.