



Job Title	Senior Learning Consultant
Office	Insights France
Reports to	Managing Director – Insights France
Date advertised	January 20th, 2010
Closing date	February 19th, 2010
Package	Competitive salary, Laptop, Cell Phone

Summary

The Senior Learning Consultant will contribute to the achievement of the objective of Insights France. The primary focus of the role is to support the design (to include technical writing) of learning solutions and to facilitate our client programmes and events.

Essential Duties and Responsibilities

- Provide facilitation and consultation directly with clients to support their organisational effectiveness growth. This will include both Foundational Discovery as well as Advanced Programmes. This will include delivery at both local and remote customer sites.
- Support new and existing business development through building appropriate proposals to take to clients that will meet their needs and enable Insights to maximise potential business opportunities, aligning Insights solutions with strategic business initiatives.
- Team with Managing Director and sales people in building materials and processes that support our clients. This will include technical writing support.

Education and/or Experience

- College Degree (Business, Psychology, English, Education and/or Related)
- Significant proven experience of design and delivery of client learning solutions programmes and events
- Technical Writing (proposals and learning solution materials)
- Good working knowledge of Microsoft packages

Language Skills

- Fluent in English and French.
- Ability to write routine reports and correspondence.
- Ability to edit documents.
- Ability to speak effectively to Insights associates, team members and customers.
- Facilitation skills

Other skills/abilities

- Client focus
- Team player
- Effective listening
- Confident communicator
- Flexible, proactive, responsible self-starter
- Attention to detail
- Willing to learn
- Professional appearance

Work Environment

The work location for this role is a mixture of Paris area and client sites (local and remote).

