



Building Laboratory
Excellence

Vers l'excellence
dans les laboratoires

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Re: Training Manager Job Posting

The Canadian Association for Laboratory Accreditation Inc. (CALA), is a not-for-profit laboratory accreditation body. It is known for responsive and efficient quality assurance services. Our members participate in rigorous programs of inter-laboratory comparisons and on-site assessments based on international standards, and benefit from an expanding range of both workshop and web-based training opportunities.

CALA is seeking an experienced, dynamic manager with a strong sense of service delivery to provide operational leadership for the association's training program.

The Training Manager position is an exciting and challenging opportunity for a creative and proactive individual to build on CALA's renowned training program. The CALA Training program has a strategically focused growth mandate for the development and execution of training courses and initiatives in collaboration with CALA members and other training professionals and related organizations.

Reporting to the CEO, the Training Manager is a member of the management team for CALA.

Details of this position can be found in the attached position description. Please respond to jobposting@cala.ca with your résumé and cover letter, including your salary expectations **by no later than Tuesday September 7, 2010.**

Sincerely,

Canadian Association for Laboratory Accreditation Inc., (CALA)

Position Description: CALA Training Manager

The Training Manager will be responsible for the organization and management of all training programs (both internal & external) at CALA.

This will be achieved by designing and coordinating training, which covers CALA's present and future needs.

The day-to-day tasks for the CALA Training Manager include (but are not limited to):

- consulting with other managers, member labs and other stakeholders to identify their specific individual or organizational training needs
- creating an overall training plan, marketing strategy and budget to meet these needs
- coordinating the required training for all CALA volunteer assessors
- managing the training budget and a small support staff
- overseeing the production of materials for both internal and external training
- working with outside training organizations and/or contracted training providers to develop suitable course content for new CALA offerings
- working with outside expertise to expand CALA's use of more web-based, online delivery of its training courses (both existing and new)
- evaluating the success of individual training, training courses and the overall CALA training program and implementing appropriate revisions
- developing partnerships with other training organizations/groups in order to expand the breadth of training that can be offered to CALA members and other stakeholders
- developing induction training for new staff, Board Members or other volunteer assessors
- delivering some of the training if applicable

Qualifications and Experience

- 5 years of experience as a training officer/trainer/training manager
- a university degree, college diploma or applicable training credentials/recognition
- experience/demonstrated competence in the design/delivery of adult education in a technical environment
- experience/demonstrated competence in the design/delivery of both traditional and emerging (online) training methods
- experience or knowledge in a testing laboratory environment, quality assurance, and/or accreditation would be beneficial