



CALA

Canadian Association for
Laboratory Accreditation Inc.

Building Laboratory
Excellence

Vers l'excellence
dans les laboratoires

Suite 310, 1565 Carling Ave.
Ottawa, Ontario K1Z 8R1

t. (613) 233-5300 f. (613) 233-5501
www.cala.ca

Contract course facilitators wanted

CALA is always looking for talented people to join our team of facilitators.

CALA Training offers classroom courses across Canada as well as virtual courses and webinars. A list of our training courses can be found at www.cala.ca/training.

The role:

As a contract facilitator, you will be responsible for delivering CALA's training courses and/or webinars to our clients. This includes the following:

- Deliver in-person, virtual and web-based training sessions using materials provided by CALA
- Manage the learning environment, assuring preparation of the instructional site
- Demonstrate excellent communication, presentation and questioning skills and techniques responding appropriately to the participants needs for clarification and feedback
- Provide positive reinforcement and motivational techniques, adapting instructional methods and strategies to accommodate individual and group differences as well as special needs of learners.

Skills and experience:

CALA contract facilitators will have:

- At least 5 years experience working in a testing laboratory, preferably in a laboratory accredited to ISO/IEC 17025
- Experience conducting internal audits and/or external assessments using ISO/IEC 17025
- Knowledge of ISO/IEC 17025 as it relates to quality systems

- Subject matter expertise in an area(s) such as internal auditing, measurement uncertainty, method validation, quality assurance, control charting, internal calibration, continual improvement, root cause analysis, laboratory leadership.
- Experience delivering training in one or more of the CALA delivery methods.
- Demonstrated knowledge of adult learning principles and instructional techniques.
- Practical experience delivering/moderating training using an online webinar platform such as Adobe Connect would be an asset.

Contract facilitators are required to travel throughout Canada to deliver classroom-based courses. Occasionally there may be opportunities to travel outside of Canada as well. Travel, accommodation and meal costs are reimbursed as per the CALA travel policy.

For classroom courses, facilitators are required to provide their own laptop and LCD projector. For delivering virtual courses and webinars, facilitators are required to have access to a high-speed Internet connection, computer, and a phone line.

How to Apply

To become a CALA contract facilitator, please send your résumé to Cathy Wylie - jobposting@cala.ca along with a cover letter telling us about:

- Why you think you would be a good fit as a CALA facilitator
- The topic area(s) you are interested in facilitating
- At least two (2) references for both your laboratory experience and your training experience
- Your expected daily rate