



## ADMINISTRATOR, TALENT MANAGEMENT



### *Role Solution Overview*

Administrator, Talent Management The Administrator, Talent Management works in collaboration with client HR Business Partners and HR Leadership to administer programs and projects that foster a collaborative learning culture and employee engagement.

*This role solution administers programs and projects that foster a collaborative learning culture and employee engagement.*

To fulfill this administrative role for clients, the Administrator, Talent Management solution brings a range of experience, abilities and administrative skills, including:

- Help with client's LMS and other e-learning platforms including release update configuration/testing, content management and troubleshooting, and documenting workflows.
- Administer learning programs for workforce and relay communications and publicity to maximize awareness, program participation and use of resource.
- Create collateral for learning solutions (PowerPoint decks, participant workbooks, checklists, job aids, etc.).
- Collaborate with HR Business Partners and HR Leadership to help develop and deliver small to mid-size learning and talent development projects for targeted audiences.
- Analyze employee training and development participation vis-a-vis desired outcomes and impact; help produce reports.
- Monitor training plans and budget, including maintaining records of training and development activities, participation, results of tests and assessments, and retraining requirements.