



**APPLICATION / PD INSTRUCTOR –
BATON ROUGE / SHREVEPORT / NOLA**

The selected candidate(s) will be responsible for delivering soft skills courses to professional audiences. LANTEC has provided both computer software and professional development training to corporate and governmental clients across Louisiana and nationwide since 1999. We are a Microsoft Partner for Learning Solutions, a prestigious designation which represents a consistently high level of competence and expertise with Microsoft technologies. In addition to standard software courses, we offer our clients a broad range of topics to enhance their employees' business skills.

Our dynamic instructors are the most diverse and experienced in our area. We provide our staff with an opportunity to expand their professional development in a fun, fast-paced work environment in an ever-expanding industry. Successful candidates will demonstrate strong presentation skills, a high level of energy and enthusiasm with experience in adult learning methodology and strategy.

This is an excellent opportunity for those experienced with delivering various training topics or even former K12 teachers/University faculty who are looking to transition to adult learners. Our current vacancy for FTE is in Baton Rouge, however, we have training contracts statewide and are also seeking talented, dynamic contract instructors in Monroe, Shreveport, Alexandria, and the Greater New Orleans area.

Some of our popular titles are: Conflict Resolution, Customer Service, Leadership, Motivating your Employees, Diversity Awareness, Interpersonal Communication, Time Management, and a plethora of other topics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include but are not limited to the following:

- Conducting in-center or client-site training
- Complete classroom set-ups and preparation
- Maintain expertise in subject area and recommend improvements in curriculum design
- Providing staff training in your area of expertise for sales team and fellow instructors as directed by management
- Assist and support sales team in determining client needs as directed
- Earn and consistently maintain evaluation scores of 4 (on a scale of 1-5) and above
- Create custom curriculum as needed for matching client specifications
- Assisting administrative staff with classroom maintenance/appearance
- Promote and explain additional LANTEC training opportunities as part of your standard classroom presentation

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Oral and written communication
- Instruction methods and strategy
- Professionalism
- Adaptability and dependability
- Technical skills

REQUIRED EDUCATION AND / OR EXPERIENCE:

- Minimum of 3 years applicable experience in professional development or formal instruction of adult audiences
- Excellent interpersonal and presentation skills required
- High energy and ability to stand for long periods of time are musts
- Ability to utilize different methods and mediums in delivering course material
- Bachelor's degree required/ Master's or above preferred
- Local travel flexibility

COMPUTER SKILLS:

- Familiarity with Microsoft Windows OS, Microsoft Office, especially PowerPoint and Media Player
- Experience with SmartBoards or Promethean (interactive white boards) desired

LANTEC offers a competitive salary (DOE) and generous benefits including health/dental/vision/life insurance, paid holidays and vacation as well as a retirement plan with employer match.

LANTEC of LA is EOE AA M/F/Vet/Disability.

To apply online, please visit our Careers Page
<http://www.lantecctc.com/contacts/careers> OR send a resume/cover letter for immediate consideration to mlococo@lantecctc.com