

## **SiteLock Needs a Learning and Development Manager**

SiteLock is the Global Leader in business website security and is the **only** web security solution to offer complete, cloud-based website protection. We find and fix threats, prevent future attacks, accelerate website performance and meet PCI compliance standards for businesses of all sizes (basically like Batman if Gotham City was the internet). Our mission is to protect every website on the internet (yes, we know that's a colossal goal, but we are THAT good), that's why we need talented people like yourself to join our ever-growing team!

### **That's Nice, But What's The Job?**

The Learning and Development Training Manager is responsible for all aspects of SiteLock employee development related to people management and corporate tools, systems and processes. Focus will be driven on researching new training techniques and enhancements to existing training programs while fostering an environment of accountability, excellence, collaboration, and innovation. This position will play a role within the HR team in creating a continuous learning organization with highly engaged employees. In this role, you can look forward to:

- Design, develop and implement learning strategies that include approaches/solution to address specific functional/technical skills and development needs.
- Design and develop creative, learner-centered, performance-based training materials in multiple modalities including classroom, job aids, facilitator guides, and participant guides. May also include interactive eLearning modules and videos
- Implement the Learning Portal (LMS), with a focus on ease of access and blended learning model
- Develop a leadership development curriculum for leaders and managers across various levels
- Partner cross-functionally to deliver cohesive core and functional training plans for specific roles
- Assess individual department learning needs and develop quality interactive training documents and/or blended learning outcomes (such as eLearning, videos and podcasts) for company-wide implementation
- Develop teaching aids such as operating procedures, training handbooks, demonstration models, multimedia visual aids, or tutorials
- Execute training within a competency model which will link to learning and development strategies
- Create and deploy a career development framework that enables employees to continue to develop and advance in the organization
- Deliver systems, product and process training using a variety of delivery methods to keep classes fully engaged
- Measure results of learning and development programs to demonstrate impact on the business
- Stay apprised of current sales enablement issues and trends

### **What Are We Looking For?**

We are looking for someone who designs, plans, and delivers training programs, policies, and procedures. But more specifically...

- 5 - 7 years of curriculum development experience in a business environment, including significant management/supervisory experience
- Bachelors degree in organizational development, learning & development or education (relevant degree and equivalent experience will be considered)
- Understanding of basic adult learning theories and effective learning and development methods, including trends and best practices and use of various learning technologies
- Experience in high transaction, call center, sales environment preferred
- Familiarity with designing courses in an LMS system
- Demonstrated experience in conducting training needs analyses, interpreting and communicating the data and delivering solutions to address the gaps.
- Must be detailed-oriented, motivated, self-starter, with excellent time management and organization skills
- Proven experience in writing, reviewing, and editing storyboards
- Experience integrating social media applications for educational purposes valued
- Excellent training and presentation skills
- Ability to explain complex information in clear, concise terms (above average written and verbal communication skills)
- Experience working in a fast-paced, sometimes ambiguous environment

#### **Nice To Haves**

- Video production and/or video editing experience.

#### **Anything else? Absolutely.**

SiteLock was recently awarded the Best of Cool award for our great culture by BestCompaniesAZ and are one of the Best Places to Work as awarded by Arizona Business Journal. Essentially, we offer a relaxed, friendly, fun and upbeat environment since we work here too! SiteLock is also the Fastest Growing Software Company in Arizona two years in a row per Deloitte's Fast 500, and we aren't slowing down anytime soon!

#### **So What About The Perks? Perks Matter.**

- **Medical, Dental and Vision.** SiteLock pays a nice chunk of your premiums to keep the cost as low as possible for our employees.
- **15 days of PTO and 7 paid Holidays.** Because who doesn't love time off?
- **Benefits like 401(k), company paid life insurance, short and long-term disability.**
- **Casual Dress.** Come dressed in jeans (you'll fit right in with the rest of us).
- **Free Food.** Yeah, you heard that right! To make Mondays feel less like Monday, breakfast is provided and to make Fridays even better, lunch is catered in.

- **Game Room.** Gimme a break – no, not a Kit Kat ad but we do have a ping-pong table, shuffle board and PlayStation if you ever need a break in your day.
- **Wellness Program.** We want our employees to be the best versions of themselves. That's why we offer a Wellness Program that includes an in-house Fitness coach, back massages, allergy testing, biometric screenings and much more!
- **Growth opportunities.** When we grow... our people grow! Our plan is to double in size by 2021. In order to do that, we need to develop our team members and foster their knowledge in cyber security and business.