



## Job Opening: Training and Development Manager

MAPEI Group, established in 1937, is a privately owned global corporation headquartered in Milan, Italy, with 81 subsidiaries including 70 plants in 32 countries. The company specializes in manufacturing chemical products for building, including waterproofing products, special mortars and admixtures for concrete, products for the restoration of ancient buildings, and special decorative and protective coatings for walls.

MAPEI is celebrating 80 years in business as the world leader in the manufacturing of mortars, grouts, adhesives and complementary products for the installation of all types of floor and wall coverings. Annual revenues exceed \$3B, and the company employs approximately 10,000 people worldwide.

We're searching for a Corporate Training and Development Manager that will support MAPEI Americas strategy to improve and develop more structure around training and development for all MAPEI Americas locations.

### Job Duties:

- Serves as Coordinator of Performance Management Systems, including Learning Management Systems, Employee Engagement Programs, Succession Planning and Training & Development programs.
- Establishes and Manages Performance Improvement Plans and processes
- Provides reports to management on the success of various programs designed to enhance employee performance.
- Assist in the development and execution of training programs aimed at aligning employee performance with organizational goals.
- Assist in the Identification of critical top talent needs and target population(s).
- Work closely with HR colleagues and key stakeholders to coordinate and improve talent management processes related to recruitment, assessment, on-boarding, performance management, and training & development.
- Develops succession plans in concert with Senior Leadership.
- Increase readiness and success rate of individuals identified as having the potential to assume critical positions at the next level.
- Assist employees in career-pathing initiatives by conducting interviews and/or assessments to identify employees, interests and readiness for growth.
- Participate in creation of e-learning solutions, where feasible
- Assists in identification, selection and relationship management of preferred sources for training and education.
- Provide coordination & logistics support to the Talent/Leadership Review process
- Oversee On-Boarding Program.
- Work with hiring manger to identify training needs and schedule Initial Training for all new hires.
- Responsible for ensuring all Initial Training Programs assigned are completed within 90 days.
- Establishes and Manages Exit Interview Process
- Establishes and Manages a Change Management Process for large scale, complex, culture change initiatives
- Identifies initiatives to improve retention.
- Manages any external coaches used to improve senior manager performanc





- Applies theoretical knowledge and practical experience related to OE/OD methodologies, processes and tools; infuses new knowledge, theories and practices within the HR team.
- Displays knowledge of Coaching models such as GROW, 360 degree feedback, or similar, and the proper use of external coaches to accelerate employee performance.

### **Job Requirements:**

- Requires a bachelor's degree in area of specialty related to Human Resources or Organizational Development.
- Ten (10) years of progressive experience in the field of Human Resources, Organizational Development, or related fields.
- 5 years' experience developing and administering training in manufacturing Industry is required
- Familiar with laws, standard concepts, practices and procedures within Human Resources and Organizational Development.
- Experience supporting an organization's Succession Planning and Talent Management initiatives.
- Multiple site management or related experience a plus.
- Some travel required, approximately 30 - 40%
- Bilingual, English/Spanish is a plus
- MBTI, DiSC, FIRO-B, Thurstone or EQ-I certifications are a plus

MAPEI offers a comprehensive and competitive benefits package including medical, dental, vision, contributory 401k, tuition reimbursement and 17 company paid personal days.

