

---

Lactanet is an organization providing innovative dairy herd management and genetic services to dairy farm customers and professional advisors throughout the country. Our team is comprised of 450 employees dedicated to providing services to more than 8,000 dairy farms across Canada. Lactanet provides milk recording, genetic evaluation, advisory and herd management software solutions.

## Training Coordinator

We are looking for a **Training Coordinator** to lead our employee development initiatives by organizing training events and creating educational programs. As the successful candidate, you will be responsible for coordinating the material and organizing the internal training for the staff based on the business need.

### Responsibilities

- Design and develop training programs (outsourced and/or internal)
- Select appropriate training methods or activities (e.g., simulations, mentoring, on-the-job coaching, professional development courses)
- Inform employees and managers of available training and provide them with session information
- Conduct training needs assessments and identify skills and knowledge gaps that need to be addressed
- Utilize recognized training principles and stay current with new training methods and techniques
- Design, prepare and order training aids and materials
- Evaluate instructional effectiveness and determine the impact of training on employee skills and KPIs
- Gather feedback from participants and trainers after training sessions
- Maintain an up-to-date database of training records
- Conduct train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and related equipment
- Research and recommend new training methods.

### Requirements

- Bachelor's degree in training, education, communication, human resources or any other relevant studies;
- Demonstrated professional experience as a Training Coordinator, Training Facilitator or similar position
- Practical experience in coordinating multiple corporate training events
- In-depth knowledge of modern adult learning
- Familiarity with traditional and modern professional training methods and techniques
- demonstrated knowledge of learning management systems and web-based training tools
- Proven ability to deliver complete training cycles (needs assessment, planning, development, coordination, monitoring and evaluation)
- Advanced organizational skills, strong communication skills and great team player
- Bilingual

### Working Conditions

Normal office working conditions and flexible hours (hybrid or remote). The candidate can have their main office in one of Lactanet's offices in Saint-Anne de Bellevue (Quebec) or Guelph (Ontario).

### Why work at Lactanet

We are a dynamic organization and value the well-being of our employees. We offer health and wellness programs, competitive salary, and benefits (group insurance and pension plan), training and professional development opportunities, a stimulating, progressive and collaborative work environment as well as other benefits.

### Apply

If you meet the qualifications for this position, please send your resume with the subject line «Training Coordinator » to [careers@lactanet.ca](mailto:careers@lactanet.ca)