

Manager of Global Learning & Development

Department: Human Capital & Talent

Organizational Relationship: Reports to Senior Manager of Global Learning & Development

FLSA Status: Exempt

Last Updated: July 18, 2024

General Summary:

The Manager of Global Learning & Development supports all aspects of the Global Learning & Development team's responsibilities, which includes primarily design, development, and delivery of content and materials, and promoting a culture of continuous learning and development. They are also responsible for designing and analyzing needs assessments and program evaluations, and assisting in curating content for the firm's Learning Management System (LMS).

Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Designs and develops new learning and development programs, as well as reviews and updates current programs to ensure continuous learning and improvement
2. Develops and prepares materials, including facilitator's guides, participant workbooks, and visual aids, including PowerPoint presentations
3. Assists in identifying and analyzing learning and development needs and provides innovative learning and development solutions for the firm
4. Assists in curating content for the LMS
5. Completes special learning- and development-related projects
6. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- High school diploma or equivalent required

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- Bachelor's degree or equivalent in Human Resources Management, Organizational Behavior, Instructional Design, or related field preferred

Work Experience

- A minimum of six years' experience in learning and development required
- Experience managing global projects within a matrixed environment preferred
- Experience and/or knowledge of LMSs preferred
- Experience designing and facilitating virtual learning preferred

Knowledge, Skills & Abilities

- Outstanding communication skills, both written and oral, in all media
- Ability to interact effectively with people at all organizational levels of the firm
- Outstanding project management skills demonstrated across multiple locations, cultures, and matrixed organizations
- Strong knowledge of and expertise in individual and group adult learning best practices, and measuring transfer and impact of learning
- Proven ability to create high-level training programs that incorporate experiential learning activities to meet the needs and culture of the audience
- Comprehensive understanding of learning and development and how it relates to retention, and culture
- Ability to work in a team environment with a strong client-service focus and adjust working style accordingly
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong attention to detail and quality assurance processes
- Strong analytical skills
- Ability to use initiative and work with minimal supervision
- Outstanding organizational and time management skills needed to prioritize multiple projects and deadlines effectively
- Knowledge and proficiency in applications, including Windows, Word, Excel, and PowerPoint, and database management

Additional Requirements

- Moderate travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.