

## Global Learning Support Intern

Consider a stint with us at ODE Consulting – where you will be exposed to an interesting learning experience. You will have the opportunity to be involved in our learning and consulting projects. You will be involved in the operations and support for virtual and face to face learning courses, project management activities, data and survey analysis, interaction and collaboration with clients/consultants.

You will be responsible for supporting key learning operations activities. You will have an opportunity to work with professionals from diverse backgrounds, collaborate with colleagues and clients who are geographically dispersed and project manage key events and initiatives.

You will also be exposed to consulting work or other aspects of work in the company for greater exposure as an intern.

### Role and Responsibilities

#### Learning Support:

- Interact with and support consultants, trainers and speakers to coordinate preparation and requirements for Consulting projects, Training programs and seminars (Presentation slides, Manuals, Handouts, Room set-up and other administrative/ logistic details)
- Prepare quality courseware and materials using MS Powerpoint /Word
- Consolidate workshop pre-work, feedback and evaluation reports
- Analysis of data (from pre-work or surveys) for client reports
- Manage (as Course Producer) and oversee/brief Freelance Course Producers for the smooth running of virtual courses conducted over Zoom or other video conference platforms
- Document and Scribe outcomes of workshops where necessary
- Provide technical support for PCs and laptops in preparation of and during workshops/programs for face to face programmes where needed
- Will have the opportunity to be exposed to on consulting projects

#### Skills

IT Skills – MS Office Suite of Application/ Videoconferencing and On-Line Collaboration Tools

Some interest in creating videos

Basic organization and planning skills

Project management skills is an advantage

Experience with creating and managing surveys will be an advantage

Analytical Skills

(Contd)

## **Attributes**

Hands-on and be able to multi-task

A team player

Good written and spoken communication skills

Resilient

Attention to Detail

Organised, ability to set priority and has a sense of urgency

Disciplined, self-motivated, good interpersonal skills

Ability to work accurately, with interruptions, to meet deadlines

Ability to work in a flexible way that allows for changes in assignments and priorities

Good organizational, time management and problem-solving skills

Self-driven, a team player and meticulous

Negotiation skills

Check us out at [www.odeconsulting.com](http://www.odeconsulting.com)

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