



Sr. Specialist, Learning & Development Programs

Job description

The Sr. Specialist within People and Organization Effectiveness (POE) will be responsible for supporting the design, development, and implementation of Learning and Development programs for the Americas region. The role will align to specific functions/groups for the development and execution of global/regional initiatives related to Learning & Development. In addition, the People and Leadership Development Specialist will be responsible for supporting Diversity & Inclusion and Organization Transformation initiatives as needed.

In your new role you will:

- **Partner with managers and HRBPs on learning and development topics** by assessing development needs, consulting, identifying and sourcing solutions
- Implement and project manage formal development programs in the **Americas region** such as **coaching, mentorship and job rotation programs**
- Implement and project manage **training programs** of varying formats, such as classroom training, on-the-job training, blended learning, eLearning and training workshops
- **Monitor learning analytics and metrics** as well as analyze reports to identify areas which require additional **L&D solutions**
- Provide regional performance management support and guidance to HR, managers, and employees
- Support and participate in **People and Organization Effectiveness (POE)** initiatives such as Organization Transformation deployments, Diversity and Inclusion programs and HR initiatives
- Share and implement **best practices** for region specific needs

Profile

You have excellent interpersonal, verbal and written communication skills with the ability to communicate effectively up and down, at all levels of the organization. Your ability to be assertive, resourceful and proactive will be key for this role.

You are best equipped for this task if you have:

- **Bachelor's Degree**
- **3+ years of related experience** in **Learning and Development (L&D)** and/or Organizational Development
- **3+years of Project Management/** Program management experience
- Strong collaboration with partners and **stakeholders globally**

At a glance

Location: **El Segundo, CA (United States)**
Job ID: **348473**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Permanent**

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Job ID: **348473**
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- Proven ability to own and **manage projects**, drive work to deadlines, and follow up on outstanding items
- Proven ability to set priorities, meet deadlines, and **manage multiple demands**
- Ability to teach and present complex and/or new ideas with clarity and simplicity
- Are able to think critically to **identify root causes** and identify solutions
- Excellent interpersonal, verbal and written communication skills
- Exceptional attention to detail and **strong Client-Service mindset**
- Must be assertive, resourceful, and proactive
- Ability to **communicate effectively** up and down, at all levels of the organization, teach and present complex and/or new ideas with clarity and simplicity
- Strong facilitation skills and **consultative skills**
- Strong PowerPoint, Excel, Word, LMS skills required

Benefits

- **El Segundo, CA:** Medical, Dental & Vision Plans; Flexible Reimbursement Accounts (FSAs); Industry leading 401k Employer Contribution/Match; Company Performance Bonus; Holiday Pay & Paid Time Off (PTO); Flexible Working Conditions, Part-time Options; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Wide range of Training Offers & Career Development Planning; Coaching, Mentoring, Networking Possibilities; International assignments; Basic Life & Dependent Life Insurance; Paid Sick Leave, Accidental Death & Disability Insurance (AD&D); Short-term & Long-term Disability; Employee Assistance Program (EAP); Health Promotion Programs; Reduced Price for Public Transportation

Why Us

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

Infineon Technologies Americas Corp. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact the Talent Network by phone at (408) 503-2194.

Employment at Infineon is contingent upon proof of your legal right to work in the United States under applicable law, verification of satisfactory references and successful completion of a background check and drug test, and signing all your onboarding documents .

In some instances, if applicable, U.S. export control laws require that Infineon obtain a U.S. government export license prior to releasing technologies to certain persons. This offer is contingent upon Infineon's ability to satisfy these export control laws as related to your employment and anticipated job activities. The decision whether or not to submit and/or pursue an export license to satisfy this contingency, if applicable, shall be at Infineon's sole discretion.

IMPORTANT NOTICE:

Infineon is requiring all new U.S. employees and contractors to be fully vaccinated against COVID-19. Full vaccination is defined as two weeks after both doses of a two-dose vaccine or two weeks since a single-dose vaccine has been administered. Anyone



unable to be vaccinated, either because of a sincerely held religious belief or a medical condition or disability that prevents them from being vaccinated, can request a reasonable accommodation.

Infineon Technologies takes data privacy and identity theft very seriously. As such, we do not request personally-identifiable information (PII) from applicants over the internet or electronically. Please kindly refrain from disclosing your PII electronically during the application process or to unauthorized websites that may purport to be Infineon or any of our affiliates.

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