

TRSM Business Career Hub Communicating with Confidence Co-Facilitator

Position Description:

The Business Career Hub (BCH) located at the Ted Rogers School of Management (TRSM) provides customized approaches to supporting TRSM students along their path to meaningful careers. All career development opportunities are tailored to each student's individual needs and program specialization.

The Communicating with Confidence Bootcamp strive to provide students in creating impactful presentations that engage, influence, and inspire. This bootcamp enable students to go beyond the templates in Microsoft PowerPoint and see what the program can do for your presentations.

The role of Communicating with Confidence Co-Facilitator will be to assist the lead facilitator in developing and leading students in classroom-based bootcamps to allow TRSM students to meet the competency requirements in the job market today. The co-facilitator's role will also include working closely with BCH staff to coordinate logistics of each bootcamp.

Responsibilities:

- Help the lead facilitator to develop and deliver approved material for students on use and functionality of PowerPoint and communication practices in the workplace
- Support the facilitator in research and development of Communicating with Confidence contents
- Create supporting materials such as workbooks and presentations
- Work closely with BCH workshop coordinator to finalize logistics of each workshop

- Handle all attendee-related administrative matters prior to, during, and immediately after workshop completion
- Other tasks as required

Skills Required:

- Excellent communication skills, both written and verbal
- Ability to prioritize multiple requests and projects while maintaining close attention to detail and accuracy
- Ability to troubleshoot and resolve issues quickly
- Ability to prioritize, coordinate and complete tasks, sometimes on short notice, to meet deadlines
- Ability to adapt to changing environments
- Self-starter and able to work in a team-oriented, collaborative environment

Technical Knowledge Required:

- Advanced knowledge in Microsoft PowerPoint's formatting tools
- Ability in using principles (lines, forms, space, shapes, colours) to create appealing and credible slides