

Gradworks Internship Number: 475

Company Name: SaskPower
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: September 10, 2009 by 4:00 PM
Start Date: October 16, 2009
End Date: October 15, 2010

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information – SaskPower Training & Performance Consultant

Responsibilities:

1. SaskPower's Learning & Performance group, located at Regina & Weyburn, Saskatchewan, is a diverse team of project managers, coordinators, business, adult education, information technology and multimedia specialists.
2. Working as a member of the project team, the Training and Performance Consultant will be exposed to all facets of Project Management, Change Management, and Instructional Systems Design. They will be a leader in capturing knowledge, collaborating with team members and managing documents. Excellent writing and verbal communication skills are key to this position.
3. Working in a team environment on specific learning & performance improvement initiatives, the Training and Performance Consultant specializes in team collaboration, project management, change management and document management.
 - Specific duties for both, the Workforce Planning & Instructional Design will include :
 - Participate in the development of an approach for Workforce Planning & Instructional Design.
 - Conduct detailed research of best practices & manage documentation
 - Lead team collaboration processes in a blended distributed environment.
 - Consult with stakeholders and other members of the Learning & Performance team.
 - Develop learning resources using the ADDIE model of Instructional Design.
 - Contribute to innovative, strategic and operational solutions.
 - Plan, organize, and chair meetings, brainstorming sessions, assessments and forums.

Qualifications:

Post secondary education in Adult Education, Business Administration, English, or Information Management.

- Technical writing experience and document management experience would be an asset. The individual needs to have excellent interpersonal skills along with excellent written and verbal communication skills.

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references.

Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.

Contact Information:

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Website: www.gradworks.ca