



— we help people achieve healthy skin

## Job Description

Please fill in this form and save it as described in SOP 000151.

Background information	
<b>Name of employee:</b> <i>(John Doe)</i>	<b>LEO-id:</b>
<b>Revision Date:</b> <i>(dd-mmm-yyyy)</i>	30-July-2018
<b>Title:</b> <i>(E.g. Specialist, coordinator, project manager, Head of Department etc.) (Outline internal vs. external, if applicable)</i>	Training & Development Specialist
<b>Department name:</b> <i>(e.g. Patient Solutions Thrombosis)</i>	HR & Training
<b>Org. Unit ID (optional):</b> <i>(e.g. 30030281 or N/A)</i>	N/A
<b>Location:</b> <i>(Country/State/Province/Region or City, as applicable)</i>	Canada
<b>Job type:</b> <i>(e.g. Business Administration &amp; Support, see Pulse for more info, <a href="#">here</a>)</i>	Professional
<b>Job Band &amp; Job Level:</b> <i>(e.g. P3, see Pulse for more info, <a href="#">here</a>)</i>	P3
<b>Immediate manager title:</b> <i>(Reports to e.g. Vice President Sourcing)</i>	Director, Training & Development
Business responsibility (if applicable)	
<b>No. of direct reports:</b>	0
<b>No. of reports in total:</b>	0
<b>Financial magnitude:</b> <i>(Budget owner, P/L, Sales and/or Cost)</i>	Responsible for adherence to LEO company policies and guidelines related to expenses and business related expenditures. Manage personal expenditures according to set policies and direction from department director who is responsible for the department budget
<b>Authority:</b> <i>(Areas where the position holder is accountable)</i>	N/A
Objectives and tasks	
<b>Overall objective:</b> <i>(Short description of the overall objective of the position - the purpose of the role)</i>	Reporting to the Director of Training and Development, this role is responsible to organize, design, facilitate and evaluate training to the individual level for LEO Pharma sales forces, field personnel and Head Office employees.  The goal of the Learning and Development Specialist to support the vision of the HR & Communications team in their pursuit of: igniting passion, connecting purpose and elevating performance within the LEO Canada organization. The efforts of this role will help to increase employee engagement and business performance by developing employee skills and competencies, through the use of best-in-class adult learning techniques and methodologies.
<b>Responsibilities:</b>	<b>1. Develop and Lead Onboarding and Initial Training Programs</b>



— we help people achieve healthy skin

*(Short description of the tasks and responsibilities which are key to the role. List in prioritised order)*

**Organize** Onboarding and Initial Training Programs for all LEO Canada people

Includes: plan dates for two annual initial training programs as well as occasional one-off trainings, book and brief presenters, communicate with trainees and their managers, set agenda, prepare training materials and be the point of contact for initial training related queries. Partners effectively with external vendors as required.

**Develop Content** for Initial and Onboarding Training

Includes: research, develop presentations, create written forms and memos, and maintain an effective working knowledge of LEO Pharma products, processes and expectations. Training Programs ensure new hires are ready to perform their job functions, and create a positive and inspiring first experience at LEO. Also includes development and maintenance of mandatory online training modules and distance learning tactics.

**Deliver** Training Content

Includes: prepare PowerPoint and other styles of presentations, present with confidence and passion, inspire trainees through motivating, relevant and interactive presentations and workshops. Ensure company values and patient-centric culture are held up in all training sessions.

**Assess** Effectiveness of Training

Includes: actively seek feedback on all training initiatives, communicate with managers of new hires to ensure needs are met, perform field coaching days to observe and assess effectiveness of training and remaining training needs. Provide constructive feedback to new hires post-training.

## 2. **Prepare and launch product, disease state and therapeutic training manuals and modules**

**Plan and Design** Training Modules for Dermatology and Thrombosis Teams

Includes: Research information on launch products, obtain training materials from other affiliates / corporate partners, and use project management skills to ensure timely and effective delivery of modules.

**Execute and Launch** Manuals/Modules

Includes: Launch digital or hard-copy product training manuals to field personnel, measure and drive timely completion and engagement. Use available technologies in enhance engagement & retention, and reduce cost.

**Measure/Report**

Includes: assess effectiveness of learning content to prepare staff to effectively discuss and promote our products. Report back to relevant team members on effectiveness KPIs.

## 3. **Skills Workshops and Training Sessions at Company Meetings**

**Plan and Design** Training Workshops / Sessions for both business units

Includes: Work closely with department heads, team members and Director of Training to plan content and delivery methods to meet learning and skill development needs at sales meetings and Summits. Ensure training workshops meet important business needs and reflect our patient-centric culture.



**Execute and Facilitate Workshops**

Includes: Lead and participate in various training workshops at meetings. Use adult learning concepts to engage learners and ensure retention and application of learning.

**Measure/Report**

Includes: Evaluate the reaction and effectiveness of workshops in order to improve future workshops.

**4. Needs Assessment and Training Evaluation/Reporting**

**Plan Ongoing Needs Assessment Tactics**

Includes: perform various needs assessments including observational / coaching field days with field personnel, in-class observation, learner surveys, and conduct interviews with cross-functional team members to discover learning needs.

**Execute Needs Analysis Tactics**

Includes: conduct a minimum number of field days annually, conduct survey and feedback evaluations at all initial training courses and meeting workshops, engage managers post-training to ensure training efforts are leading to results. Identify training gap trends across groups.

**Measure/Report**

Includes: consolidate needs assessment results and feedback, use evidence to update and improve training programs, adapt annual training plans based on evolving needs, develop plans to remedy any training concerns in the team, report back to team leaders on results. Report back to field personnel and their managers after field coaching days.

**Various Human-Resources and Training-Related Tasks**

**Job Descriptions:** Work with HR Staff to ensure job descriptions are current, signed, filed and reviewed/updated as needed.

**Compliance:** Work with Compliance Task Force members to ensure all training programs are conducted and documented according to SOP requirements.

**Training Plans:** Ensure new hires have training plans related to their job descriptions.

Other HR-Training related projects as required (see below).

**Other Job Tasks**

- Execute duties of Director of Training and Development when he/she is absent due to vacation or external meetings.
- Maintain relationships with internal and external customers, including exceptional relationships with sales teams.
- Work on International task forces when requested, e.g. Thrombosis Task Force, Skinsights Initiative.
- Attend National and Regional meetings, and on occasion attend international training summits or training conferences.



— we help people achieve healthy skin

	<ul style="list-style-type: none"> <li>• Keep current on matters including company business, policy and procedures.</li> <li>• Work in a safe environment that does not endanger yourself or co-workers.</li> <li>• Strive to uphold LEO Pharma Canada's core LEO Values.</li> </ul>
<p><b>Key working relationships:</b> <i>(Interface and cooperation with e.g. internal functions or external partners)</i></p>	<p><b>External:</b> Healthcare Professionals, Patient Groups, KOLs, Training Vendors <b>Internal:</b> All departments including sales and field teams, brand teams and executive leaders.</p>
<p><b>Job specific competencies</b></p>	
<p>Requirements to e.g.:</p> <ul style="list-style-type: none"> <li>• <i>professional</i> competencies (education, training, experiences)</li> <li>• <i>business insights</i> (knowledge of the business and industry)</li> <li>• <i>behavioural</i> competencies (demonstrated behaviours - see <i>Pulse</i> for more info, <a href="#">here</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Science and/or Healthcare degree, or business degree coupled with experience in healthcare/pharmaceuticals.</li> <li>• 2-5 Years of pharmaceutical industry or healthcare experience; sales representative experience is a definite asset.</li> <li>• 3-5 years of experience with LEO Products, relevant disease state and/or LEO competitors is a definite asset.</li> <li>• Must be fully bilingual – can communicate and coach effectively in English and French.</li> <li>• Familiarity with traditional and modern training methods, and/or experience in developing/delivering training programs an asset.</li> <li>• Strong computer literacy skills in a Windows environment.</li> <li>• Ability to work with current technologies to enhance training experience.</li> <li>• Excellent communication skills: verbal (presentation) and written.</li> <li>• Demonstrates resilience and critical thinking in a rapidly changing business environment.</li> </ul> <p><b>Behavioural Competencies</b></p> <p><b>Presentation Skills</b></p> <ul style="list-style-type: none"> <li>• Presents with confidence, congruence and passion. Presents a professional image and has command of technology in presentations.</li> </ul> <p><b>Interpersonal Savvy</b></p> <ul style="list-style-type: none"> <li>• Builds trusting relationships with a wide variety of people and personality types. Can flex and adapt style with different people.</li> <li>• High self-awareness and desire to connect with others in order to influence and motivate.</li> <li>• Gets results through others using personal power and leadership.</li> </ul> <p><b>Cultivates Innovation</b></p> <ul style="list-style-type: none"> <li>• Comfortable with technology, adopts new technologies in and out of classroom, seeks opportunities to use available technology to achieve better outcomes and demonstrate a current tone in training programs.</li> <li>• On trend, current understanding of industry training trends, attends conferences or networks with other trainers.</li> </ul> <p><b>Priority Setting</b></p> <ul style="list-style-type: none"> <li>• Highly organized and works efficiently on tasks and projects.</li> <li>• Organizes work methods to prioritize projects with high business and people impact.</li> </ul> <p><b>Drive for Results</b></p> <ul style="list-style-type: none"> <li>• Sets a welcoming, professional and achievement oriented atmosphere in the classroom</li> <li>• Challenges people to be better, both through modeling and through constructive feedback.</li> <li>• Continuously assesses and adapts programs based on actively sought feedback, evidence and needs. Ensures programs drive results.</li> </ul> <p><b>Communicates Effectively</b></p> <ul style="list-style-type: none"> <li>• Written and email communications are clear, relevant and timely.</li> <li>• Has a strong working knowledge of our products, brands, disease states, market trends and clinical data in order to answer questions in classroom.</li> </ul>



— we help people achieve healthy skin

	<p><b>Building Effective Teams</b></p> <ul style="list-style-type: none"> <li>• Creates a competitive and cooperative environment in the classroom and at meetings.</li> <li>• Encourages team work and partnership to enhance skills and elevate best practices.</li> </ul> <p><b>Integrity and trust</b></p> <ul style="list-style-type: none"> <li>• Serves as a role model, behaves in a highly professional and trustworthy manner and always does what he/she says they're going to do.</li> <li>• Negotiates and collaborates to achieve win-win solutions.</li> <li>• Responsible for own learning and is a credible resource.</li> </ul> <p><b>Cross Cultural Agility</b></p> <ul style="list-style-type: none"> <li>• Works well with a wide variety of people, inside and outside of LEO.</li> <li>• Can participate in international projects and meetings and demonstrate respect for cultural and work environment differences</li> </ul> <p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• Uses critical thinking to identify learner needs and ensure they're met.</li> <li>• Highly driven to help others succeed, not just meet perceived needs (must meet real, unperceived needs)</li> <li>• Continuously assesses and adapts programs based on actively sought feedback, evidence and needs.</li> <li>• Can put self in learner's shoes and adapt contents and methods based on intuitively understood audience needs.</li> </ul>
<b>Working Conditions:</b>	Normal business environment. May require business travel up to 15%. This job requires moderate amounts of time on electronic devices and tools such as iPad , cell phone and computer.
<p><b>Job description hereby understood and agreed:</b></p>  <p>_____</p> <p>Employee's signature</p>  <p><b>Date:</b></p>	<p><b>The correctness of the job description is hereby confirmed :</b></p>  <p>_____</p> <p>Manager's signature</p>  <p><b>Date:</b></p>

<b>Acknowledgement</b>
<p>LEO Pharma reserves the right to make modifications to this job description as deemed necessary by changing position and business requirements. The job description documents the general nature and level of work but is not intended to be a comprehensive list of activities, duties and responsibilities required of job incumbents. Therefore, job incumbents are expected to perform all other duties as assigned or required, as training and experience allow.</p> <p>The job description is a requirement under LEO Pharma's Quality Management System. It does not form part of the employment agreement between the employee and LEO Pharma and cannot be relied on in this respect.</p>