

# Professional Development Lead – L&D (Learning & Development)

**PeopleSoft Job Code / Title:**

7157 / HC&T Lead

**Department / Subdepartment:**

Human Capital & Talent (HC&T)

**Organizational Relationship:**

Reports to the Professional Development Senior Manager – L&D

**FLSA Status:**

Exempt

**UCM Level:**

Level 4

**Last Updated:**

January, 2026

## General Summary:

The Professional Development Lead – Learning & Development supports all aspects of the learning and development team's responsibilities: design, development, and delivery of training content and materials. This role also supports the CareerNavigator team's talent management program.

## Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

### Learning & Development:

1. Develops learning materials, executes training projects and program communications that include leader's guides, participant workbooks, and visual aids such as PowerPoint presentations
2. Designs and develops new training courses in various formats (classroom, virtual, self-paced) as well as reviews and/or updates current courses
3. Assists in identifying training needs / issues, and provides innovative training solutions for the Firm's business services colleagues
4. Measures transfer of learning and training impact by creating and implementing multi-level evaluations
5. Facilitates professional and leadership skills via classroom and virtual course formats to a global population.
6. Contributes to the identification and creation process of learning opportunities outside the classroom, such as using multi-media devices, e-learning, etc.
7. Assists in the maintenance of the Learning Management System (LMS).
8. Completes special projects, collaborating with colleagues within HC&T and other Departments as needed.
9. Promotes effective work practices, works as a team member, and shows respect for co-workers.

### CareerNavigator:

1. Support the growth and end-end processes of the global lattice program, demonstrating AI capability and interest
2. Analyze and develop reports utilizing CareerNavigator data to support accurate reporting of activity
3. Collaborate with the Brand and Communications team to support CareerNavigator communication activities

## Knowledge, Skills, and Abilities

- Program management skills demonstrated across multiple locations, cultures, and matrixed organizations
- Knowledge of and proficiency in adult learning

- Proven ability to create effective training courses that incorporate experiential learning activities to meet the needs and culture of the audience
- Experience with facilitating professional learning programs
- Comprehensive understanding of professional development and how it relates organizational development and culture
- Ability to teach / instruct individuals and groups and measure transfer of learning
- Well-developed and professional interpersonal skills; ability to collaborate and manage stakeholder relationships at all organizational levels of the firm
- Outstanding communication skills in all media, including presentation and consulting experience
- Ability to work in a collegial team environment with a client service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical and organization skills with minimal supervision needed
- Outstanding organizational and time management skills needed to prioritize multiple projects and deadlines effectively
- Excellent language skills including reading, grammar, spelling, and vocabulary
- Knowledge and proficiency in PC applications, including Windows, Word, Excel, and PowerPoint, survey tools, and virtual platforms (Zoom, Teams, Mentimeter, Wooclap etc.)
- Experience in incorporating AI resources within day-to-day workflow (ChatGPT, Copilot etc.)

## Position Specifications

### *Education*

- Bachelor's degree or equivalent in Human Resources Management, Organizational Behavior, Instructional Design, or related field required

### *Work Experience*

- A minimum of five years' of experience in Human Capital / People function desired
- Experience managing global projects within a matrixed environment desired
- Experience developing and facilitating both classroom and virtual learning programs
- Experience within a professional services environment desired

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Moderate travel required
- Hybrid / 3-day per week in office requirement
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.