Downloaded from <https://www.velvetjobs.com/job-descriptions/development-coach>

# Example of Development Coach Job Description

Our growing company is hiring for a development coach. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for development coach

* Guide L&D Associate on end-to-end management of local training events
* Provide direct management and coaching to team members
* Develop and manage budget for local training programs
* Set and communicate training calendar for the Canadian offices
* Conduct needs assessments as necessary to identify individual and team needs and solutions
* Design and develop new training programs as needed to meet development needs within the division
* Facilitate and coordinate training programs, meetings, strategic planning sessions, team-building
* Provide customized feedback solutions to help leaders achieve greater results
* Deliver corporate courses certified by the Shaw Learning Academy outside vendors (e.g., Franklin Covey)
* Stay up-to-date on new training technology and content

## Qualifications for development coach

* This is a 3rd Shift (11pm - 7am) coach position
* In addition, this coach will be responsible for the 3/12 Weekend Night technicians
* Must be able to work independently to resolve issues and implement improvements
* Will be responsible for tracking, evaluating, and recording performance of 18+ OCU employees as part of the OCU Performance Management System
* Demonstrated classroom and/or virtual facilitation experience with effective training/ coaching and development of others is strongly preferred
* Previous curriculum design or curriculum SME support is a plus