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# Example of Director, Training Job Description

Our growing company is looking for a director, training. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, training

* Manages restaurant training programs and initiatives, and directly supports the successful design, development, implementation, maintenance, tracking, and promotion of educational programs, initiatives, materials and tools to support the learning needs of the organization
* Communicates with cross functional groups to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business initiatives and technologies
* Serves as a liaison between restaurant operations and home office
* Creates, maintains and updates monthly training calendar
* Directing, leading and executing the field training and development strategies, programs, curriculum and learning systems
* Directing field training delivery including the implementation and execution of new training programs and curriculum
* Researching and identifying learning needs, coordinating the design, development and execution of learning and development solutions
* Partnering with operational leaders to assess, design, deploy, measure and evaluate training/ performance solutions and interventions
* Driving the development and delivery of CBT (Computer Based Training) as a learning solution and managing the LMS (Learning Management System)
* Forecasting annual programs to meet organization growth, developing training roadmaps and curriculums

## Qualifications for director, training

* Strong organizational, planning, implementation skils
* Proficient in PC, MS Office skills
* Bachelor’s Degree required (Business, Science, Communication-related field preferred)
* Minimum 15+ years biopharmaceutical industry experience
* Training and people management experience is essential
* Experience in the hematology therapeutic area strongly preferred