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# Example of IT Training Job Description

Our growing company is looking to fill the role of IT training. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT training

* Utilizes the latest threat intelligence to identify areas for ad-hoc flash training/awareness activities (New Phishing/APT techniques )
* Manages the delivery of all training programs as part of an annual portfolio with quarterly milestones
* Provides compelling training programs, newsletters to increase security awareness for Arrow’s employees
* Owns and manages Arrow’s inventory of IT security training and awareness resources (CBT vendors, content, translations, newsletters, alerts, phishing reports etc)
* Prepares a variety of communications, fraud alerts, security bulletins with direction and review from Senior Leadership in a timely and highly accurate manner
* Prepares presentations to detail the progress and upcoming roadmap of training along with providing weekly updates to Sr
* Delivering technical training courses for internal employees, customers and distributors in the fields or other campuses
* To adhere to the policy and processes for training delivery in order to enable a standardized course delivery
* Arrange training systems, materials and classrooms to ensure that the courses can be delivered in the most optimum conditions (classrooms, systems and lab environment)
* Order/return parts/reagent for training requirements, to ensure the training courses can be delivered as scheduled

## Qualifications for IT training

* Good understanding of DevOps in an operational environment
* Experience with working with global patching strategies and tools
* Experience of high volume queues and ticket allocation
* Must have exceptional written and verbal communications skills demonstrated professional, and organizational agility
* 7 years of overall experience with at least 5 years analyzing business needs in designing, developing and evaluating training programs, especially CBT material
* Ability to deliver and uphold a customized curriculum