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# Example of IT Training Job Description

Our company is looking for an IT training. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for IT training

* Developing and producing hand‐outs, instructional materials, handbooks, aids, visual aids, computer‐based tutorials, and manuals
* Coordinating and/or leading training events
* Assessing training effectiveness to ensure the quality of the content delivered
* Consulting and liaising with cross‐functional teams and stakeholders
* Serving as a point of contact for technology training needs
* Update and revise training modules, handbooks, user guides, presentations as required
* The feedback will be provided to Client representative for further decimation as necessary
* The candidate shall conduct training design requirements analysis
* The candidate shall develop and maintain training
* Support training delivery projects

## Qualifications for IT training

* 5 years minimum management experience related to delivery of organizational change, training and awareness programs
* Exceptional & effective communication skills
* Flexibility and patience in order to work in a high demand/volume work environment with changing priorities
* Strong PowerPoint skills – Ability to produce high quality slides showing training status and future roadmaps
* Knowledge of principles and methods
* Familiarity with various training methods (online, classroom, webinars, recorded sessions, ) and training technologies