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# Example of Lead-Training Job Description

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

## Responsibilities for lead-training

* Develop/ use existing key metrics to measure the effectiveness of training and change management efforts
* Provide updates during implementation and a post-implementation recommendation to ensure sustainability of change
* Administer uPerform training site, including training new users, editing materials, providing guidance to business users to enable further adoption
* Manage SAP training budget for IT organization
* Evaluate training and development programs
* Must be available to travel to various training locations
* Collaborate with system integrator and internal technical support
* Identify a diverse talent bench for an assigned area inclusive of Internet mining, in-person advertising, networking, referrals, professional organizations, campus/university recruiting, social media, resume databases, competitor cold calling, and Boolean searches
* Coordinate in-store job fairs and other attraction events such as talent days, open house events, meet and greets, and interview days
* Develop and maintain effective partnerships with Market Leaders, Retail Talent Acquisition, and other significant internal business partners

## Qualifications for lead-training

* Graphic design experience in designing templates and visual identity packages a plus
* Must be deployable/be able to travel
* Must have a minimum of a Secret security clearance to start with ability to obtain and maintain a Top Secret security Clearance with SCI access
* Associates Degree and four or more years of experience
* Advanced level knowledge and abilities with the Microsoft Office Suite
* Experience in video creation applications