Downloaded from <https://www.velvetjobs.com/job-descriptions/learning-consultant>

# Example of Learning Consultant Job Description

Our innovative and growing company is looking to fill the role of learning consultant. 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 learning consultant

* Partner with corresponding Product Manager to inform them of identified incidents and to ensure they are kept abreast of issues/incidents pertaining to their systems and/or Products
* Coordinate and facilitate incident status meetings with Learners, Products, Stakeholders, and Vendors
* Able to actively demonstrate operational, sales, service, and compliance activities / conversations to provide real life examples to learner(s) leveraging solid knowledge of policies and procedures
* Proficient in Microsoft products/systems
* Develop a manual and provide training to the team on how to update the e-learning modules and to maintain the e-learning access on the website
* Provides written and verbal feedback to the Instructional Design team including recommended solutions to logistical problems for overall course improvements
* Plan, conduct and coordinate all aspects of operational training in a clinical functional area
* Provide leadership with associate training progress and additional educational requirements
* Maintain all associates educated/informed of new regulatory requirements and departmental process changes
* Engage associates and monitor/track performance

## Qualifications for learning consultant

* Must have the ability to learn quickly and transfer knowledge appropriately through creativity and innovation
* Proficiency in MS Office Suite (PowerPoint, Word, Excel, Project)
* Minimum five (5) years (depending on level of LC) experience in Learning & Development, particularly in the areas learning consulting, design/development and program evaluation
* University/college degree preferred
* Build relationships with the key leaders in your organization
* Bachelor’s degree in the area of Human Resources, Education, or Instructional Design