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# Example of Learning & Development Associate Job Description

Our innovative and growing company is hiring for a learning & development associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for learning & development associate

* Serve as the primary trainer and resource for UW, new hire, and general product training
* Work with SL leadership team to assess baseline and prospective learning and development needs
* Evaluate data from Employee Engagement Survey, Brighter Way Initiatives, and varying VoC collection activities to identify key areas of focus
* Collaborate with leaders to assess specific needs by functional area and identify expected resource commitment required to develop and deliver training content
* Develop and implement learning strategy aligned with overarching Stop Loss strategic plan and identified learning and development needs
* Drive plan for comprehensive learning and organizational development initiatives across Stop Loss
* Coordinate, design, and implement training across all facets of the stop loss business
* Design and develop new hire training curriculum
* Research and model best practices in learning in order to ensure innovative, best-in-class training and performance support for Stop Loss organization
* Partner with various subject matter experts to facilitate and deliver specific topic / expertise level training sessions

## Qualifications for learning & development associate

* 3 - 5 years of relevant post-collegiate job experience, either within a learning & development provider or consulting environment
* Ability to translate learning needs analysis into meaningful and structured learning events
* Self-discipline for planning and organising tasks
* Experience working with training measurement and ROI
* Experience with various virtual training platforms preferred (Adobe Connect 9, Cisco WebEx)
* Work with L&D to determine and communicate course creation tool standards