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# Example of Learning & Development Manager, Learning Job Description

Our company is growing rapidly and is looking for a learning & development manager, learning. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for learning & development manager, learning

* Recommend curriculum, course content and development schedules in support of achieving three year development roadmap
* Design and develop training materials, instructor guides, manuals, training aids, E-learning, self-directed programs, evaluation/assessment materials, tools, in collaboration with the Corporate Training Team
* Assist the Director of Global Talent in assessing the effectiveness of individual and leadership programs by making recommendations and modifying programs and materials based upon the results of training effectiveness metrics and quality review results
* Make recommendations as to make vs
* Identify, implement and integrate selected assessment tools (hiring, 360, competencies, ) into development programs
* Demonstrate proven learning and development experience within a corporate environment
* Be a confident communicator, with the ability to build and maintain effective working relationships (including across distance) with a variety of stakeholders
* Have a true passion for learning and development, and a clear understanding of how the function links to business success
* Be technically savvy (PowerPoint, LMS, and digital learning systems) and able to champion innovation
* Be tertiary qualified, preferably in Learning & Development / Human Resources

## Qualifications for learning & development manager, learning

* Business Acumen – Knows how retailbusinesses work, knowledgeable in current and future trends
* Facilitation – Experiencedfacilitator
* At least seven years’ experience within a Training / Learning role, preferably in the for-profit arena, with practical experience in developing and implementing “blended learning” solutions preferred
* Demonstrated skill and experience designing and delivering management and leadership learning and development solutions
* Minimum 4-6 years of experience in Learning & Development, particularly in the area of facilitation
* Strong, clear and effective oral and written communication skills to include proficiency in public speaking and moderating large groups