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# Example of Learning Development Manager Job Description

Our company is looking to fill the role of learning development manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning development manager

* Develops, updates, and implements training materials and programs to include customer service, food safety/sanitation, physical safety
* Conduct research to identify external training programs and conduct analysis to determine business fit
* Ensures the maintenance of training records and reports on individual and group progress using common tools and systems
* Consult with HRBPs on the learning needs and strategies to assist with in-place and/or succession-related development
* Establish and maintain relationships with OCA Learning and Development in order to determine the utilization of services provided by this group
* Work closely with all levels of management and employees in the development and implementation of training and development programs
* Manage the implementation and development of the OSTA Training Tracking and Delivery system to ensure full utilization and compliance
* Provides support and monitor all training requirements are met pertaining to local legislation, local standard operating procedures or corporate policies
* Solicits opportunities from education institutes or local authorities where possible to create hotel brand awareness and contributing to the community
* Analyses training needs of the hotel in general and individual departments, and develop strategies which address needs, presented in the form of a Training Business Plan for the General Manager and Executive Committee for review

## Qualifications for learning development manager

* Demonstrated experience in eLearning instructional design using Articulate, Captivate or a similar system
* Development Dimensions International (DDI) certified facilitator preferred
* Bending, stretching, stooping, reaching, lifting up to 10 lbs (infrequent)
* Bachelor’s Degree in Instructional Design, Instructional Technology, Business, Training/Organization Development, Human Resources, or related field required
* Bachelor’s Degree in Business Administration, Communication, Human Resources (with a Training & Development emphasis), or related field
* Bachelor degree or above in HR Management, Hospitality, Business Administration or related disciplines