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# Example of Learning & Development Program Manager Job Description

Our company is growing rapidly and is looking to fill the role of learning & development program manager. 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 program manager

* Manage the organizational review process including investigating solutions for automation
* Evaluate current and new learning programs, recommending changes that align with business need, and drive projects from beginning to end
* Consult with HR partners to identify development needs for key talent and/or programs within the business groups
* Facilitate live and virtual internal leadership and development courses
* Provide expertise and guidance to enhance on-demand development offerings
* Manage medium to large sized projects within the Talent and Development Leadership team including planning and implementation activities, communications, training, establishing roles and responsibilities and schedule setting to ensure that all organizations and locations are adequately prepared to follow through on required actions
* Partner with talent liaisons worldwide to drive the learning strategy, provide context, and enable global programs
* Utilize systems including SAP and the Learning Management System (LMS) to measure effectiveness of our learning programs
* Establishes and monitors a defined professional/management development curriculum
* Organizes and manages the delivery of professional/management development programs

## Qualifications for learning & development program manager

* Expertise with SharePoint, Excel, Visio, Adobe Connect and OneNote
* Has experience designing and facilitating classes live and in a virtual environment
* Has the ability to manage projects through others as part of a cross-functional team
* Modifies existing course content based on evaluation results and business need
* Monitors and reports on the make-up, development activity, and training compliance activity of assigned client audience
* Provides post-program learning support to participants to ensure application of critical learning back on the job