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# Example of Learning & Development Program Manager Job Description

Our company is looking for a 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

* Partner with engineering leaders to identify learning and development needs within engineering and craft solutions to address them to ensure smooth adoption and execution of learning and development programs
* Identify silos of expertise in the engineering organization and leverage various means to promote and share this knowledge
* Define and build ongoing engineering learning programs using innovative approaches--brown bags, tech talks, shadowing, rotational programs, etc…
* Establish practices and tools that promote a culture of learning across engineering in unique and creative ways (beyond traditional classroom)
* Develop and use metrics to continually improve ongoing programs
* Develop content in collaboration with Subject Matter Experts (SMEs) to develop a sustainable learning and development program for Technical Training, Sales, Aftermarket
* Utilize blended learning approach in program development, , multiple delivery and distribution channels including e-learning, web-based, instructor-led, and virtual classroom
* Measure and report on training effectiveness
* Ultimately, the job of the CM is to lead the development of content/program initiatives in all forms
* Design and develop content, instructional methods, and materials based

## Qualifications for learning & development program manager

* Communications, English, or Education major a plus
* Ability to travel as required, up to 70%, mostly within region some internationally
* Intermediate to proficient GDS knowledge and expertise (Sabre, Amadeus, WorldSpan, ) is a must
* 5+ years as a program manager, community manager, or learning and development manager
* Able to communicate at all levels from engineer to partner, to C-level executives
* Three to five years’ work experience in a Learning & Development/Talent Management capacity