Downloaded from <https://www.velvetjobs.com/job-descriptions/learning-development>

# Example of Learning & Development Job Description

Our growing company is hiring for a learning & development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development

* Drive the desired results of improved employee proficiency and engagement, Advisor adoption, through training
* Design, implement, and evaluate effectiveness of key leadership development programs to support the company's business objectives by creating and enabling effective leaders at all levels of the organization
* Support and coach internal trainers
* Developing annual hotel training and development plans
* Identifying and analyzing the training and development needs in the hotel and prioritises such needs in line with the hotel business plan
* Assisting the Heads of Department and Training Co-ordinators to prepare training and development plans for their departments
* Planning, organizing and evaluating training and development activities for Executive and Senior Level employees through external consultation with Corporate Office, retreats, cross-exposure periods, self-study and goals programme
* Organizing and conducting employee orientation in line with Brand Standards
* Conducting and evaluating off-the-job training as required
* Following-up on all training activities within the hotel to ensure standards are met and completion attained

## Qualifications for learning & development

* Years of experience in training adults
* BS/BA with a concentration in learning and development, organization development, human resources management, psychology, business or similar fields (M.A
* Ability to create a community which supports a collaborative learning environment
* Previous experience in either F&B or Rooms Division in a supervisory capacity
* Certified Group Trainer
* DDI Facilitation Certification is an advantage