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# Example of Learning Manager Job Description

Our company is growing rapidly and is looking to fill the role of learning manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for learning manager

* Work with the other PLPD verticals to understand their current practices and challenges
* Evaluating industry-leading best practices for development and employing sound yet accelerated learning principles and strategies
* Anticipate future needs and benchmark trends and best practices in the learning & development world
* Benchmark GPOs learning practices with best-in-class learning organizations, and look at ways to address gaps
* Quickly interpret the relationship between all the learning & knowledge management systems across the company, and how they impact Learning effectiveness
* Lead vendor selection and management for Learning systems and technologies
* Manage portfolio of OOD learning programs
* Assist with internal communication activities related to key strategic initiatives
* Design, develop, and maintain learning program materials including e-based learning programs/websites
* Oversee and work with Learning Coordinator to create and maintain learning tools/resources on-line learning portal

## Qualifications for learning manager

* Advanced communication skills including multi-media presentation, written and verbal in the English language
* 5-7 years of training function experience (instructional design, eLearning development, learning management system administration)
* Bachelor’s degree in Education/Training Technology or other training-related field
* Master's degree in Business, Human Resources, Organizational Psychology, Organizational Development or Communications
* Professional Human Resources (PHR) certification or Senior Professional Human Resources (SPHR) certification or Coaching certification
* A minimum of 5 years of experience in Learning, Workforce Development, or similar area