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# Example of Learning Program Manager Job Description

Our company is looking to fill the role of learning 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 program manager

* Partner with internal customers to understand learning objectives and establish and document learning requirements
* Own and improve current learning and development programs, always with an eye on measureable enhancements
* Partner with Sales Operations to scope and deliver necessary learning around process updates and new technology
* Work closely with the Instructional Design team to develop enhancements and build new materials
* Facilitate effective learning review meetings with internal stakeholders
* With the Learning director, capture the training needs for certain communities and integrate into the sector level training offer
* Design and deploy specific training programmes to support organisation change projects respecting project management standards
* Monitor training hours per person, supplier quality, participant feedback, client feedback
* Work with the Talent Development Team to ensure training to support specific populations development needs
* Communicate and give visibility at the right moment on the programs status at the appropriate level to ensure smooth deployment

## Qualifications for learning program manager

* LEARNING STRATEGIES – Creatively use instructional design, learning theories, and appropriate technologies to enhance learning and engage learners
* ELEARNING DEVELOPMENT – Develop interactive eLearning solutions that contain precise content presented in contextually accurate scenarios to engage learners and increase knowledge transfer
* ON-THE-JOB TRAINING (OJT) – Design, develop, and consult on implementation of powerful on-the-job training solutions that decrease the lead time to proficiency in North American Fulfillment Centers
* PROJECT MANAGEMENT – Create simple and effective project plans and manage plan to completion
* MANAGE PARTNERSHIPS – Work with a diverse group of stakeholders across organizations and regions to understand customer needs and to validate effectiveness of solutions
* Ability to operate and oversee the maintenance of vehicles and forestry equipment