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# Example of Learning Program Manager Job Description

Our company is growing rapidly and is looking for a learning program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for learning program manager

* Provide technical leadership to the business, and act as single point of contact for all issues related to distance learning and its associated technologies
* Partner with the rest of the Leadership & Development team, maximizing the availability of distance learning opportunities globally
* Lead efforts on implementation of updated training methods to support business growth
* Support the global implementation of distance learning, including future growth and additional locations
* Support the development of improved and/or automated systems to enhance the learning experience for all distance learning users
* Ensure maximum utilization of all available distance learning offerings
* Drive productivity via policies, training cycle time and new technology usage/implementation
* Support the Training Review Board process, and provide leadership and direction as it relates to distance learning usage and optimization
* Establish all operating procedure for usage, access and sustainment of optimization results
* Develop and sustain a professional customer service environment

## Qualifications for learning program manager

* Experience with event logistics, including catering operations, speaker management, room sets, audio-visual operations
* Experience with Cornerstone OnDemand "KNet" or other Learning Management Systems
* Create and publish master class schedules
* Build and maintain partnerships with individual ACS contacts at each classroom site to ensure seamless class execution
* Work with the Program Management and Learner Recruitment and Enrollment teams
* Significant experience in a customer service oriented culture with an interest in building one