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# Example of Learning Program Manager Job Description

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

* Analyze and evaluate existing or proposed systems, specifically related to learning management, virtual/distance learning, knowledge management, collaboration, social media learning, content management, and testing and assessment Preparation and/or update of documentation for new or existing systems and processes
* Assess, develop and implement innovative networked learning solutions
* Build and optimize the operations of the LMS and evolve it to serve the future learning needs of the organization
* Configure and administer the Learning Management System, instructor led courses, e-learning courses, learning plans, registrations & transcripts, and all Learning Management System functions
* Creatively use instructional design, learning theories, and appropriate technologies to enhance learning and engage learners through blended learning solutions
* Work with a diverse group of stakeholders across organizations and regions to understand customer needs and to validate effectiveness of solutions
* Support instructional designers, trainers, and management in the areas of content storage, publishing, and content lifecycle management
* Deliver insight to learning via reporting dashboards and custom reports to key stakeholders and users of the learning platform to empower them to manage the continuous development of our associates
* Manage Courses and Learning Plans, including batch updates, user enrollments, import/export and archive
* Reduce surprises during execution and own project management and progress reporting

## Qualifications for learning program manager

* Good at challenging people & organizations to step up and create a positive future
* 5-7 years of business experience, 3+ years learning & development experience
* Experience using data and measurement to influence learning strategies
* Strong influence and stakeholder management skills required
* Develop and drive strategy and executes programs for the Network 3.0 Transformation
* Perform data analysis, compiling, and reporting of initiatives and develop conclusions and recommendations for improvements