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# Example of Product Training Manager Job Description

Our company is growing rapidly and is looking to fill the role of product training 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 product training manager

* Manage the production and distribution of training material that is to be used in the training event
* Leads the logistical management of the in-person sales training agenda
* Manage the scheduling, logistical management and communication of in-person sales training events including hotel, transportation, meeting space, meals, pre-work
* Manage necessary demo product to be utilized in sales training events
* Provides operational support of all sales training programs
* Manages the training records system and appropriate documentation of training completion
* Coordinates the training necessary for rep vendor credentialing, maintains those records and generates the information for the sales field and customers
* Work with subject matter experts to distill key benefits into marketing messages
* Craft and develop compelling audience-specific messages and tools (e.g., website, videos, customer success stories, whitepapers, blogs, presentations)
* Trial and scale creative mechanisms for attracting a wide range of audiences

## Qualifications for product training manager

* Ability to travel as needed, usually within the EU and occasional travel to the US as needed
* Bachelor's degree and equivalent work experience required
* At least 6 years of experience in a training department required
* Experience with sales- or product-related training preferred
* People management, ideally of learning professionals, is highly preferred
* University degree in Science-related subject or Training-related field