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# Example of Program Training Manager Job Description

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

* Maintain and enhance existing command of Decision Manager, Tableau, and other
* Manage security/privacy incidents during EMEA hours ensuring action plans are in place and tickets are tracked to closure as quickly as possibly
* Successfully identify and triage security events as proper incidents
* Participate in external customer calls in regards to security cases
* Escalate issues to Incident Manager as required
* Collect, distribute, and Improve monthly incident metrics to Incident Manager
* Primary contact (during and after hours) for possible or actual security incidents in EMEA
* On-call to respond to security incidents and business continuity issues
* Work with the Training & Awareness program manager to define, develop, and execute EMEA security awareness trainings
* Deliver bi-annual Security & Privacy trainings locally and any other educational trainings as required

## Qualifications for program training manager

* Develop a strategic roadmap to support long term vision
* Experience with a Windows operating environment, Microsoft Office programs (such as PowerPoint, Excel, Access and Word)
* Experience leading cross-functional projects with dependencies and constraints
* Knowledge of training theories and principles, including adult learning theory and established industry models of evaluation
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* Graduate with a minimum of 5 years of experience in Banking / Financial Services of which at least 2 should be in a similar role & profile