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# Example of Specialist, Training Job Description

Our company is searching for experienced candidates for the position of specialist, training. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist, training

* Implements and manages training recordkeeping in compliance with audit requirements
* Responsible for procuring miscellaneous training tools and supplies
* Be present and available at training programs to ensure program is running smoothly and respond to participant and trainer needs
* Lead and co-ordinate the design, development, delivery and evaluation of training interventions for PM (including pre & post course) to enhance knowledge and skills development which maximises employee potential
* Engage, influence and coach stakeholders to support the training agenda through exceptional stakeholder management
* Responsible for supporting the management of the national training budget and maximising return on expectations
* Assist in development of curricula based on assessed needs for child welfare staff
* The trainer models the continuous process of developing a respectful and empathetic approach to diverse, cross-cultural encounters, and learning
* Manage the planning and execution of multiple events and workshops to ensure a meaningful and memorable experience for participants
* Design and manage registration processes and systems for workshops

## Qualifications for specialist, training

* Meet with managers and supervisors to ascertain needs
* Conduct process audits, random sampling and continuous improvement audits, and prepare specific action plans based on findings
* Assist with the implementation and installation of a virtual warehouse
* Create handouts, instructional materials, aids and manuals
* Acclimate new hires to the operation and conduct orientation sessions
* Use existing QMS documentation to inspect and report quality related issues