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# Example of Supervisor, Training Job Description

Our company is growing rapidly and is hiring for a supervisor, training. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for supervisor, training

* Ensure all required paperwork and documentation is complete and sent to Corporate Office
* Conducts group and individualized training for purposes of work performance that results in skills acquisition, as defined by appropriately structured objectives, for all New Hires
* Meets with Operational and TLC management and makes recommendations to implement new training/SOP methodologies
* Provides feedback on weekly progression of expected skill development and develops performance interventions based on complete and accurate analysis of relevant organizational issues
* Completes all required documentation of New Hire performance accurately and within established time frame
* Map out training plans, design and develop training programs, design and prepare educational aids and materials as necessary
* Advise on and choose appropriate training methods per case (simulations, on-the job, mentoring, professional development classes etc)
* Supervise and provide support for Training Coordinators
* Support and partner with internal stakeholders and liaise with Subject Matter Experts (SMEs) regarding instructional design
* Maintain training records, materials and related documentation

## Qualifications for supervisor, training

* Extensive knowledge and Experience in Adult Learning Theory, ADDIE method of course design
* Previous knowledge and experience with LMS systems vendor selection
* Certified status with a core Gilbarco Veeder-Root program
* Reasonable work moral and motivation
* Bachelor's degree in Human Resources, Organizational Development, Industrial Psychology, Adult Learning, or other relevant field is required
* Ability to work in a faster than average pace