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# Example of Talent Development Program Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of talent development program. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent development program

* Own data analysis and tracking – including creating and analyzing surveys, effective budget tracking, and associate tracking
* Partner with the team to innovate on current program strategy
* An understanding of architectural illustration
* Industrial Design (vehicles, robots, hard surfaces)
* Solid understanding of perspective (multi-point perspective)
* Orthographic turns are important
* Strong Prop Design (prop sheets with turns, thumbnails and an understanding of scale)
* Support broad integration of talent management and HR processes (e.g., integration of Culture Factors in the talent assessment process
* Lead the Talent and Development Outreach Program at the Lab including developing a strategic plan to increase Lab diversity through fostering key outreach efforts and working collaboratively with the recruiting team to build on the plan
* Identify and partner with stakeholders to increase internal awareness around diversity including working closely with D&I to ensure the alignment of strategic initiatives

## Qualifications for talent development program

* Flexible, fast-moving, execution-oriented
* Bachelor's degree required, preferably in HR, Training, Education, Communications, Clinical
* 3+ years presenting and facilitation experience
* Intermediate proficiency with MSWord, Excel, PowerPoint, and SharePoint
* Proven experience fostering team work and collaboration within and across groups
* 1+ year of experience working on a global team