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# Example of Talent Development Program Job Description

Our innovative and growing company is hiring for a talent development program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent development program

* Design and develop mobile and LMS deployable elearning courses
* End-to-end ownership of leadership development programs and processes
* Through the use of interviews, focus groups, surveys , assess current and future skills needs for Canadian Operations, cross-functional population of leaders
* Conduct external research on best practices and innovation within Leadership & overall people Development
* Provide thought leadership on best methods to develop our current leaders to that next level or opportunity and emerging leaders
* Produce White Papers and written reports that analyze and interpret assessment findings
* Manage the development of programs
* Maintain a cross functional stakeholder group of GMs and Directors
* Partner effectively with the field HR teams and leaders across APAC who will help to implement the various leadership development programs
* Work in collaboration with key stakeholders to develop and collate an annual Training Plan (Q3-Q4) each year to build leadership capability and assist in achievement of company goals

## Qualifications for talent development program

* At least 1 year of project coordinator experience
* At least 1 year of managing projects with deadline oriented tasks
* At least 2 years of administrative task experience
* At least 1 year of experience with Microsoft Office
* At least 2 years of project coordinator experience
* At least 1 year of employee-facing communications experience