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# Example of Team Trainer Job Description

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

## Responsibilities for team trainer

* Ensures training venue is setup and prepared according to established team and company standards
* Maintains training attendance and completion records
* Regularly incorporates appropriate evaluation tools to assess the effectiveness of training programs (participant’s performance) to regularly improve training content/curriculum
* Provide feedback for the development and revision of training programs and curriculum
* Helps maintain course materials and teaching aids, such as handbooks, demonstration models, visual aids, tutorials, user guides, help files and other supporting materials
* May serve as a coach or mentor to team members in a variety of roles
* Seeks feedback and measures results to ensure all training classes are providing a positive ROI
* Ensures consistent and repeatable training processes and programs in all offices
* Creates and maintains on the job training and practice activities, such as demonstration calls
* Participates in department specific training with the intent of driving structured and consistent training processes

## Qualifications for team trainer

* Excellent attendence
* Graduate or higher degree holder
* Excellent oral, written and presentation skills (ability to conduct presentations to all levels of personnel including management and internal teams), organizational skills
* Strong communication skills (teaching skills is required)
* Training management skills
* Bachelor degree or Master degree in Economy/Finance or professional