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# Example of Technical Training Manager Job Description

Our company is searching for experienced candidates for the position of technical training manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for technical training manager

* Plan and coordinate training calendars and attendance
* Oversight of OJT requirements for operating departments
* Prepare performance reports and report project status to stake holders and management as necessary
* Ensure the orderly management of system information and logging of training completion data
* Interact and coordinate with outside vendors
* Develop and deliver relevant training services content that meets market requirements/opportunities for live training sessions, e-learning and webinars
* Responsible for the availability and condition of the training materials and samples for the relevant training sessions across the training locations
* Contribute with review and data on Technical Datasheets
* Use existing and develop new procedures and KPI to better measure relevant customer satisfaction Develop and enhance services assets and refine methods of delivery to meet customers’ evolving needs
* Work close with regional technical sales support and align on used tools and processes

## Qualifications for technical training manager

* Hands on experience with ENP thermal products essential
* Previous experience of delivering ENP thermal training courses preferred
* Experience on other thermal management equipment preferred
* Experience of Train the Trainer programs
* Wide field experience from equipment installation to site surveys
* Develop and maintain excellent working relationships with all appropriate levels within and outside the company including SEA management, co-workers, and customer representatives