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# Example of Training Advisor Job Description

Our growing company is hiring for a training advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for training advisor

* Cultivate and maintains client relationships through successful ongoing interaction, communication, and expertise
* Participate in training design and development activities as needed
* Study training courseware and prepare engaging lesson plans
* Facilitate in-classroom and virtual training sessions
* Execute class and instructor evaluation processes as applicable
* Seek and analyze evaluation data in order to constantly improve personal job performance and customer satisfaction with our employee’s performance
* Participate in and/or deliver train-the-trainer sessions to certify internal trainers on new content
* Act as a consultant/coach for participants after they leave the class to answer questions and provide insights into content application and to aid in trainer certification activities
* Respond to ad hoc data calls and enquiries
* Research new classroom and virtual tools and technologies and compile recommendations for curriculum-delivery solutions

## Qualifications for training advisor

* 4-6+ years of experience with quality documentation systems and training systems
* Training Development and Analysis experience
* High level of Technical and Communication skills (both verbal and written)
* Ability to conduct Train the Trainer sessions over Skype, Adobe Connect and Conference calls
* Training Development related certification
* Ten years of law enforcement or international police training mission experience