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# Example of Training Advisor Job Description

Our company is growing rapidly and is hiring for a training advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training advisor

* This position requires travel to training location in Falls Church 80% of the time
* Nourish our talents through the latest trends and best practices in human development
* Perform needs analysis to identify optimal training strategies for each component and/or activity planned in the programs
* Enhance Web content curation tools for online training programs
* Prepare budget forecasts for training activities and follow up on them
* Promote, oversee and deliver knowledge sharing and dissemination activities
* Perform all other related tasks (ask any Cirquester, this is the best part!)
* Work with business owners to determine required competencies and learning needs
* Develop learning programs leveraging and aligning to company best practices and strategies
* Manage the overall progress for employee development to achieve the set targets

## Qualifications for training advisor

* Certification from a local, state or national agency as an instructor
* Specialized training experience such as SWAT, Critical Incident Response, Homicide, Narcotics, or Investigations
* Field Training Officer (FTO) certification and or certified Law Enforcement instructor
* Knowledge and experience in writing curriculum for and instructing at a municipal, state or national academy
* Specialized training experience such as Specialized/Advanced police training, Criminal Investigations Training, Narcotics, Methods of Training
* High School Diploma or GED or equivalent required, Technical School Degree