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# Example of Training Analyst Job Description

Our company is growing rapidly and is looking for a training analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for training analyst

* Experience working with WebEx and/or Skype to meet and talk with customers and client colleagues located outside of the U.S
* Holds an active Top Secret level security clearance based on an Single Scope Background investigation (SSBI)
* Plans, conducts, and evaluates existing training programs and develops new programs to meet the training needs of City departments, and provides professional development for employees
* Develops course outlines, determines instructional methods, and delivers training programs
* Researches, develops, and implements new training and presentation methods
* Designs and develops new instructional material and modifies existing instructional materials (e.g., workbooks, exercises, and case studies)
* Acts as an instructor or facilitator and collaborates with other instructors to deliver training
* Conducts training needs analyses, using individual and group interviews, surveys, or other methods
* Implements tools to evaluate effectiveness of training programs
* Evaluates participants feedback, and modifies instructional materials accordingly

## Qualifications for training analyst

* Exceptional technical writing, communication, facilitation, presentation, and leadership skills
* Proven contract negotiation, preparation and administration skills preferred
* Proven project management and multi-tasking skills are preferred
* Demonstrated ability to drive consistent methods and processes across a global network of employees
* Effective communication skills that utilizes interpersonal skills, including presentation skills
* Experience using MS Office applications and learning applications