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# Example of Training Coordinator Job Description

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

## Responsibilities for training coordinator

* Develop testing and evaluation procedures, and conduct follow-up studies of all completed training to evaluate and measure results
* Assess and measure the effectiveness of the training currently in place
* Restructure existing training programs in conjunction with the Program Manager in order to manage cost and improve efficiencies
* Create feedback evaluations
* Summarize and analyze findings
* Analyze feedback from client focus groups, identify gaps and implement this feedback in the design of future training programs
* Support Program Manager with metrics reporting and analysis that will be presented to the business unit and senior management
* Manage all logistics of training programs
* Create class rosters and track classroom attendance
* Assist with rotation/placement administration

## Qualifications for training coordinator

* Interested in pursuing a career in Training & Development
* May be required to lift or carry up to 25 pounds
* Ability to travel between Chicago and Gurnee Illinois
* Coordinate the development, implementation and delivery of training programs for varying levels of individuals create training manuals and materials to accompany these sessions
* Coordinate knowledge transfer from subject matter experts in the work environment to formal training programs
* Maintains and updates education support materials to be used for reference once training has been completed