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# Example of Training & Development Coordinator Job Description

Our innovative and growing company is looking to fill the role of training & development coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for training & development coordinator

* Look for trends in issues, make recommendations for tool and process improvements, and drive related initiatives
* Assist in reviewing and editing programs and training support materials for field sales personnel, working closely with sales training team and marketing when needed
* Assist with the review and editing of Sales Training created documents, maintenance of training records ( Agile process), presentations, HUB, Shared drive and PO process
* Program administration - Perform program administration activities, including initiating and facilitating planning meetings, establishing success metrics, setting up training sessions, managing registration and enrollment in the LMS, scheduling training rooms, ordering catering, and managing rosters
* Self-paced learning & pathway setup – Setup self-paced learning and pathways and test the user experience and modify learning assets as needed and ensure that on-demand learning and pathways are available 24x7 and communicated to all within key stakeholders
* Webinar setup - Work closely with internal team to schedule webinars and tech reviews, send out invitations for all regions, update global roadmap weekly, monitor survey results, compile rollup dashboard, monitor completion and update necessary reporting
* Guided learning journey support - Manage registration and user experience for participants.Ensure the details are properly set up in MCU, CorpU and Qualtrics and ready to trouble shoot issues as they arise over the 3-5 week experience.Also ensure integrity of roster completions.Many logistics to manage including testing course links, managing registration and withdrawal process, and distributing communications
* Program evaluation - Define and implement surveys and reporting based on success metrics and analyze data with a focus on the consumer experience, participant engagement levels and business outcome measures on an ongoing basis
* Program Analytics - Maintain records and provides statistical reports to evaluate sessions and performance of instructors
* Payment management – Manage invoices and process payments via ‘P-Cards’ or within the existing ERP environment (Oracle)

## Qualifications for training & development coordinator

* Ability to manage multiple projects with accuracy and time management
* Ability to travel as required by business needs (up to 15% at certain times)
* 18-22 years of professional experience without a degree
* Experience working with a Learning Management System (Cornerstone preferred)
* Proven ability to work successfully in a fast-paced, dynamic environment while
* Ability to travel occasionally to support sales training programs (10% travel required)