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# Example of Training Development Job Description

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

## Responsibilities for training development

* Conduct training programs for both internal and external customers
* Uses currently adopted authoring tools
* Responsible for vendor management for all training & development related vendors (Allego, Claritas)
* Manage the process and produce business area specific reports for certifications such as CRPC, CIMA, CFA
* Manage the calendar for management
* Moderate Virtual Instructor Led training sessions, including leading practice sessions with facilitators, and day of session logistics (managing the technical environment, moderate the session through a welcome script, deliver key words/polling questions, and session wrap up)
* Assist with delivery of Live Instructor Led training sessions, through reviewing food and beverage, room set up, technology, and other needs specific to the session listed on the Event Order
* Process final attendance and evaluations for sessions
* Become familiar with the Learning Management System in order to pull reports and provide firm course data to the Delivery Manager
* Batch enroll select attendees into assigned training sessions as needed

## Qualifications for training development

* IOC preferable or be prepared to attain qualification
* Bachelor’s degree in Training and Development, Organizational Development, Instructional Design, Human Resources or its equivalent in experience
* 3-4 years full-time experience directly related to developing education /training programs, knowledge management and project management
* Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
* Ability to take initiatives and drive execution with business result
* Ability to work with outside vendors on occasion for support of learning initiatives