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# Example of Training Development Job Description

Our company is looking for a training development. 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 development

* Research and develop learning and teaching objectives, lesson plans, handouts and presentation scripts
* Present classroom, blended or distance training (synchronous and asynchronous) relating to contracts and procurement using current adult learning methods
* Develop custom training events based on emergent current needs and update course materials in collaboration with State subject matter experts
* Ensure alignment of content with agencies mission, goals, and outcomes
* Actively solicit and engage stakeholder groups in training design and implementation
* Assure training is provided in a way that allows for accessibility by persons with disabilities
* Must be a team player who possesses high energy and the ability to communicate with all levels within DHS and OHA Programs
* Participates in continuous improvement activities, including process improvement events and strategic sourcing category team activities
* Participates with the administrator and managers of OC&P in the development of operational policies and procedures that will accomplish OC&P and agency objectives
* Participates in and provides input into strategic initiative workgroups

## Qualifications for training development

* Must have strong typing skills
* Minimum of 10 years corporate training experience
* Experience managing people within a training department
* Minimum of 8 years of related experience and/or Bachelor’s degreein Communications, Education, Business Administration or a related field
* Previous experience developing and delivering training in a manufacturing environment
* Excellent public speaking abilities and must be at ease moderating groups