Downloaded from <https://www.velvetjobs.com/job-descriptions/training-director>

# Example of Training Director Job Description

Our company is looking for a training director. 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 director

* Participate in planning of new product launches, as appropriate, and support cross-functional teams
* Assist in supporting efforts to maintain training records as it pertains to field based follow-up for delinquent training records and remedial learning
* Work closely with Marketing to ensure key initiatives are effectively executed, and work continuously with the sales team to ensure they have the training, tools and focus to accomplish their goals
* Support International training efforts as needed
* Directs the activities involved with design, development, delivery, analysis and measurement of learning programs
* Leads the Training Path and skill development of all Managers in Training
* Responsible for the scheduling and implementation of Learn to Lead for the concept
* Leads implementation of operations initiatives
* Partners with the executive team and senior operations leaders to identify training needs and implement solutions
* Sets implementation standards and disseminate best practices to the team

## Qualifications for training director

* Proven track record in building internal or external client relationships
* Pharmaceutical or medical device industry experience required
* Experience in developing process flows, writing SOPs and creating training programs required
* Contribute to audit report responses regarding Processes, SOPs, Work-step instructions and Training
* Support and assist in corrective training and/or other tasks to remedy compliance issues identified
* Manage full implementation of a yearly training plan based on key sources such as the risks identified in the yearly risk assessment