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# Example of Training Facilitator Job Description

Our innovative and growing company is hiring for a training facilitator. 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 facilitator

* Maintains requisite management, leadership, subject matter expertise, and facilitation skills through personal and professional development
* Providing facilitation and adult learning subject matter expertise on special projects to help deliver on key corporate initiatives
* Maintains effective communication around all training programs
* Defines/refines training delivery and engagement standards and evaluates the facilitators within the team against the standards to ensure effective execution of the role
* Provides comprehensive and individual talent development for members of the facilitation team to build and maintain the necessary effectiveness in the areas of training delivery, engagement, and knowledge transfer
* Design certification programs that comply with applicable rules and regulations
* Coordinate training events including but not limited to booking venues, managing enrollment, securing supplies and equipment, booking trainers, setting up and tearing down space
* Assist in the coordination and lead employee one on one or group learning sessions about the MS Office365 product
* Present accurate informative employee training sessions discussing tips, tricks, features and functions of Office365
* Assist in coordinating employee staff communications for product information learning sessions

## Qualifications for training facilitator

* With no guidance, designs, develops, and implements training programs
* Assist with development of facilitator guides
* Experience training in a banking call center is preferred
* Ability to employ effective engagement techniques to transfer ownership of the learning experience to the participants
* Ability to utilize innovative approach to facilitation through knowledge of adult learning methodologies
* Create and maintain an effective learning environment through facilitative leadership