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# Example of Training Instructor Job Description

Our innovative and growing company is looking for a training instructor. 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 instructor

* Set up overall technician training programs, particularly for desktop troubleshooting and imaging which require active on-going training and support to ensure that they are remaining current in a rapidly changing environment
* Explain training course outlines and agendas
* May supervise work of teams of user support staff, such as help desk staff
* Organize, prepare, schedule and conduct training sessions
* Provide technician-level training for desktop support, desk top imaging, word processing and other office automation packages, but may sometimes also include team building training
* Perform help desk functions including answering and responding to user phone calls, to help develop the required training programs
* Prepare and conduct classroom training in accordance with FAR, Flight Operations Training Manual (FOTM), and Company requirements
* Facilitate pilot learning
* Develop and create instructional and evaluation media/materials for support of training programs
* Accomplish special projects and assignments as directed

## Qualifications for training instructor

* In collaboration with multiple stakeholders (Education, Marketing, R&D, Sales, ), develops, implements and executes new employee and continuing education for SJM employees on specific AF products and technologies and sales best practices within classroom settings and/or other remote modalities
* Excellent computer and software skills (experience with Microsoft Office or Adobe Creative Cloud required) in graphics, word-processing, databases, authoring programs, , to develop presentation materials
* Researches and develops customized educational curricula on the technology and benefits of Company products in response to the identified needs of sales representatives, clinical organizations
* Conducts curriculum development in order to ensure the training of Department Work Instructions (DWIs), Standard Operating Procedures (SOPs), Manual of Operations (MOPs), Good Clinical Practices (GCPs), and U.S. Food and Drug Administration (FDA) regulations for the sales representatives, clinical organizations, employees other customers
* Provides instructional training and assessment/certification support for complex medical devices associated processes that span the full range of SJM products to an audience consisting of advanced technical professionals
* In collaboration with multiple stakeholders (Education, Marketing, R&D, Sales, ), develops, implements and executes new employee and continuing education for SJM employees on specific DBS product technologies and sales best practices within classroom settings and/or other remote modalities