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# Example of Training Lead Job Description

Our innovative and growing company is searching for experienced candidates for the position of training lead. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training lead

* Analyses training needs to develop comprehensive quality training programs
* Plans, develops and delivers QS and RA trainings and educational forums, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the job training, meetings, conferences and or workshops, such as cGMP, on-boarding, product training
* Responsible to monitor and track external commitments or observations related to training programs
* Develop a scalable approach to change management and training on projects, assessing needs, budgeting resources, and coaching IT and business resources on change management deliverables
* Engage in the earliest phases of project planning and execution to define project impacts, change management scope, training requirements, and required resources
* Develop systems/business transformation change management plans, ensuring that engagement and reinforcement strategies are embedded in project plans
* Conduct change impact assessments to identify detailed impacts on people, processes, and technology resulting from projects
* Create targeted communications to drive business readiness of individual stakeholder groups with technical content on impacted areas
* Develop training and toolkits for managers to help coach through the various emotional reactions to the change initiative, to raise awareness of what to expect in terms of resistance, and guidelines on how to address for maximum impact
* Partner with management/leadership on an on-going basis to ensure proactively addressing employee resistance, communicating transparently, soliciting feedback, and responding to concerns timely

## Qualifications for training lead

* PSS or CSS work experience (preferred)
* Very good command of the English language, both oral and written
* Good working knowledge with common reports tools / metrics
* The ability to provide helpful recommendations to business needs as they arise
* The ability to work effectively in a matrix business structure (functional and business needs
* Fluently in English language (verbally and written language)