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# Example of Training Lead Job Description

Our company is looking for a training lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for training lead

* Manage courses and learning artifacts within our learning management system
* Develops, implements, and manages training strategies to increase organizational effectiveness and engagement
* Responsible for on-boarding new SCM employees to all needed ancillary systems and technology managed by SCM
* Drafts and maintains training documentation
* Identifies, assesses, and prioritizes new learning and training needs in consultation with SCM Optimization team and/or other subject matter experts
* Develops training aids and presentations
* Drives compliance to standards and data quality through active monitoring, training and change management
* Manages supply chain training tools, templates and systems
* Meet with clients to determine the overall requirements and scope of projects
* Maintains training staff by recruiting, selecting, orienting, and training employees

## Qualifications for training lead

* Ability to think critically, recognize and anticipate problems (both technical and operational), and identify and implement the best solutions in a timely manner
* Strong intrinsic motivation
* Strong desire to keep abreast of best practices and industry developments as they pertain to the role
* Excellent work ethic and passion to succeed
* Have the ability to identify escalation trends, FTR hit trend, miss documentation, misrouted calls/ chat
* Have good knowledge on process and product to effectively identify process deviation in a customer interaction