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# Example of Training Lead Job Description

Our company is growing rapidly and is looking to fill the role 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

* Train-the-Trainer knowledge transfer to Super Users
* First POC for power users across branches to work through their post go live issues/tickets
* Liaise with training team to find solutions and liasion with IT team
* Liaise with IT to find solutions and convey them
* Responsible for the training activities for SAP implementation project (all releases) and for the timely completion of training objectives
* Establish release-specific training requirements and determine training scope
* Coordinate and validate training activities with process teams and SMEs
* Use SAP Workforce Performance Builder (Enable Now) in developing, delivering, and updating Business Process Materials and User Manuals
* On-time execution of multi-year training project plan
* Collaborate with consulting team on all areas of course development (materials, technology, and reviews)

## Qualifications for training lead

* Associate's degree in business management or other related field
* 1 year of HR, Recruiting, or Talent Acquisition experience
* 8+ years of training and adult learning experience
* 2 years Salesforce.com instructional training experience highly preferred
* Strong understanding of core Salesfore.com concepts and interface preferred
* Previous work experience as a trainer with emphasis on training Sales Teams, business process, workflow and technology instruction