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# Example of Training Professional Job Description

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

## Responsibilities for training professional

* Support the utilization of all appropriate documentation and internal control/compliance standards (process, templates, tools, contract database)
* Performs training needs assessment to identify individual, departmental, and organizational training needs
* Partners with division and Training Director to prioritize organizational training needs
* Manages and facilitates classroom and eLearning training programs including the company’s harassment prevention and drug and alcohol awareness training
* Forecasts training budget and monitors, balances and approves expenditures
* Manages training reports including the training tracking systems and metrics related to employee satisfaction, programmatic effectiveness, and resource utilization
* Systematically develops subject matter experts and internal trainers to deliver training events to include basic instructor training
* Fosters the development of a learning organization and continuous learning environment
* Conducts cost-benefit analysis to assess utilization of outside training resources
* Participates in outside professional organizations

## Qualifications for training professional

* Procurement tools (i.e., financial reporting tools, contract management tool, reverse auctions)
* Candidate must live in San Diego, CA
* Candidate must live within 25 miles of St
* Continually monitors training trends related to instructional design, instructional delivery, leadership, and professional development
* Serves as training program administrator by forecasting training development and delivery schedule and managing the Leadership and Professional Development staff
* Establishes and maintains positive and effective working relationships with co-workers, supervisors, department heads, and outside training consultants