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# Example of Training Professional Job Description

Our growing company is searching for experienced candidates for the position of training professional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for training professional

* Identify the most appropriate and cost-effective training approach, including selection of training media and instructional methodology
* Create and coordinate the training schedule for on-boarding, regular/recurring and new training opportunities on campus promote the use of web based learning tools and job aids
* Develop training content, materials, and delivery methods in collaboration with subject matter experts and conduct training sessions covering specified areas
* Test training participants to measure progress and evaluate effectiveness of training
* Oversee the internship program which includes advertising, prescreening, orientation and on-boarding midterm retreat
* Centralize and oversee the student workers used in the department, advising supervisors on best practices
* Coordinates, administers, and delivers internal and/or external training programs for Rental Property Solutions (RPS) external clients and/or employees
* Training can include product/system training for external clients, on-boarding training for external clients, on-site customer training, internal training programs for sales employees, operations/process focused training
* Actively participates in the design of training/instructional materials based on requests from clients
* Assist with tracking and uploading of attendance records for Global Financial Crimes-related trainings according to internal Global Financial Crimes procedures

## Qualifications for training professional

* Bachelor’s degree or higher in Education, I/O Psychology, Business, Organizational Development, Communications or related field, or equivalent work experience
* Three (3) or more years of experience in training, learning and curriculum and/or course development
* Ability to analyze the needs of the workplace, associates, work settings and work processes to design training solutions which result in measurable performance improvement
* Experience managing and facilitating training programs and training staff
* Excellent presentation and training skills with highly developed verbal and written communication skills
* Innovative yet pragmatic thinker who applies creative solutions to problems