Downloaded from <https://www.velvetjobs.com/job-descriptions/training-professional>

# Example of Training Professional Job Description

Our growing company is searching for experienced candidates for the position of training professional. 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 professional

* Utilize approved tools, methods, processes, and technologies to complete project deliverables
* Complete assigned deliverables on time with a high-level of quality
* Communicate progress and concerns to the Change Management Lead in a timely manner
* Contribute to development and maintenance of project work plans
* Facilitate meetings with the Project Teams to review training and communication materials
* Help process owners create and structure new training material keeping existing training material up to date
* TrainingTube is currently the primary tool for practical IT training
* Assist in creation of in-person videos, scripts, recording and editing
* Design and implement position-specific Compliance curricula for Bank employees, both in e-learning, webinar and instructor led format
* Ensure Compliance training materials are current and up to date, keeping pace with regulatory change other developments in the marketplace

## Qualifications for training professional

* All candidates must have a valid driver's license and must provide proof of insurance
* Strong Internet navigational knowledge
* Excellent written and verbal communication skills for working within a global team
* Experience with storage products and marketing of products within the computer industry is a plus
* Experience with working with training development tools is a plus
* Bachelor’s degree in training or project management related field or business