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# Example of Training Project Manager Job Description

Our company is looking to fill the role of training project manager. 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 project manager

* Develop client relationships day to day operations, including schedule and finance performance
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* Responsible for the effective development, coordination and presentation of training and development programs for all finance and corporate services associates
* Plan and coordinate training events, including venue, catering, audio/visual needs, training materials and course evaluations
* Responsible for monthly communications/newsletter to Associates featuring HR initiatives, Company programs, executive bios, and internal messaging geared to the client group
* Partner with Ford Learning & Development, the individual PMO offices and IT Finance to commonize Project Management disciplines of Business Case Development, Financial Management, Governance, Risk and Issue, Integration, Schedule, Scope and Supplier Management
* Leads the communications and training workstream for the country roll out of Oracle reporting
* Interfaces with Technical Publications and Technical Programs and leverages go forward technology regarding consumable data, on demand video and global media content access
* Works with Original Equipment Manufacturer (OEMs) to align Technical Operations for best in class training platforms and classroom of the future
* Collaborates with Corporate Training to leverage available solutions / platforms and with Operational Excellence Project Management to ensure the new Dallas Training facility is properly equipped

## Qualifications for training project manager

* SharePoint – O&C intranet site maintenance
* Project management, including all elements of scope, time, cost, risk, quality, integration, procurement, human resources, change management and communications
* Working across functional areas, in a highly matrixed organization, to develop effective business solutions that align with company and business unit/department objectives (5 years)
* Excellent oral and written communications skills and experience interacting with both business and learning and development individuals at all levels including the executive level
* Strong analytical, planning, change management and organizational skills with an ability to manage competing demands
* Travel required is roughly 50%