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# Example of Training Project Manager Job Description

Our company is looking for a training project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for training project manager

* Managing training calendar for new and/or transferring NYSLRS employees
* Coordinating and supporting the work of current NYSLRS Bureau training staff
* Deliver of the "All User" training courses on a bi-weekly or as needed basis
* Providing direct supervision to Training Content/Environment Supervisor (currently Training Specialist 2)
* Providing indirect oversight and supervision of all Redesign Project Training staff
* Providing matrix supervision and coordination of Division Training resources
* Tracking and monitoring training attendance and successful completion
* Reviewing HR Data to ensure role mapping is current and complete so that training enrollments are proper and relevant
* Conducting follow-up surveys of all completed training to evaluate and measure results
* Reviewing, approving and providing constructive feedback and guidance on new course material prepared by the Training Content/Environment Supervisor

## Qualifications for training project manager

* Ability to respond quickly to changing logistics or unforeseen circumstances
* Ability to negotiate and manage vendor relationship experience in actual event planning and logistics
* Desktop publisher skills a plus
* A minimum of 5 years of experience developing /delivering training on a variety of learning platforms (F2F, CBT, on demand)
* Biopharmaceutical industry/GMP experience preferred
* Ability to review competency and process performance with senior IT leaders and obtain the support required to overcome deployment and improvement challenges