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# Example of Training Job Description

Our innovative and growing company is looking for a training. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training

* Administer the departments on-the-job training program and coordinate the evaluation of its effectiveness
* Coordinate contracted training to provide and evaluate training seminars and other activities supplied by off site organizations, to ensure they are in compliance with plant training policies
* Provide recommendations for improving training activities
* Coordinate the evaluation of the effectiveness of the department Training Programs with the Training Department
* Deliver training content for multiple programs and at time simultaneously
* Responsible for packaging training content utilizing a platform like Adobe Captivate, Articulate, or other 3rd party software
* Create and monitor completion metrics
* Manage HR training content vendor relationship, build new ones, and act as advisor/liaison as needed for our Compliance partners for their training Vendor relationships
* Maintains schedules of training programs throughout the year
* Coordinates the delivery of training topics by identifying appropriate personnel to present material and ensuring that attendees are properly scheduled to attend

## Qualifications for training

* Travel industry knowledge and good economic background
* Must be results driven and a self –starter
* Must take initiative and work well under pressure in a fast paced, dynamic environment
* Frequent Business travel involved
* Ability to display a friendly, courteous and professional attitude at all times
* Series 7, 66, and Insurance license preferred prior or obtained within the first 10 weeks of hire with a one-time testing policy