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# Example of Training Job Description

Our growing company is looking to fill the role of training. 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

* Consult with management, employees, and departments to identify training needs, address them and achieve the end result of effective training solutions
* Recommend the creation or acquisition and delivery of training programs that meet the company's needs
* Summarize training program assessment data and participant attendance reports and submit or present to management
* Create new training materials as required in collaboration with subject matter experts
* Develop and maintain a training program to support the company needs and meet applicable local, federal and state laws/regulations
* Lead projects of moderate to high complexity
* Performs any other task as required by Supervisor, Document Control and Training and/or Training Manager
* Apply adult learning concepts through program content and delivery
* Consult with team leaders and/or instructional designers to increase expertise in course design
* Utilize desktop publishing and graphics packages, simulation software, and audio/visual technology, where appropriate, to produce professional and effective training materials

## Qualifications for training

* Knowledge of the financial industry is a plus Occasional travel could be required not to exceed 25% of the time
* Demonstrated technical competency with CRM applications, Salesforce
* Strong computer aptitude in the latest technology applications – Microsoft Office, Outlook, SharePoint, SAP, apps
* Excellent one-to-many and one-to-one communication skills in both classroom, tutorial settings and stakeholder management
* Good document writing skills
* At least 4 years’ experience in a training / operations role