



Example of Analyst, Training Job Description

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Our innovative and growing company is searching for experienced candidates for the position of analyst, training. 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 analyst, training

- Design, and revise the compliance annual certification
 - Analysis of new rule filings or other developments, determinations of relevance, and needed training
 - Create and deliver training material in multiple formats such as written, electronic or in person to individuals, groups, or the firm and utilize multiple training development tools
 - Work independently or with other members of Compliance and/or various members of other departments, to coordinate the drafting, creating new and updating of new material as required by industry developments or changes in the firm's business practices
 - Work with several business units including retail and institutional Compliance to determine training contents and priorities of training
 - Translate meeting discussion notes into an internal communication or a comprehensive training material
 - Maintain various training databases and performs annual reconciliation of databases to ensure information integrity
 - Work with course development team to develop and update training and training materials
 - Assists in preparing and conducting technical training classes at any of Oakwood's locations
 - Administer written and practical assessments under general direction
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- Participate in and provide recommendations for business processes, communications, stakeholder management, and other change management tasks
- A successful candidate must have 4+ years of experience
- Experience using automated methods to create communication and training materials, to include status updates, newsletters, lesson plans, handouts, and other status reporting
- Experience editing and reviewing project documentation such as, meeting minutes, presentations, reports
- Experience facilitating meetings and/or training sessions
- Developed and implemented training materials and training options such as instructor-led, hands-on, and web-based training