



Example of Lead Trainer Job Description

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Our innovative and growing company is searching for experienced candidates for the position of lead trainer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead trainer

- Works with the Learning Director & Manager, India Senior Director and Senior Trainers to identify and plan solid professional training and development solutions to meet the needs of all levels of personnel
 - Takes initiative to continuously improve existing training materials and develop new participant and instructor training materials
 - Assist with overall management and development of Educational Training implementation program for all user groups
 - Supports Senior Training Manager in all identified Deposit Academy training initiatives and goals, coordination of classes, communications, project documentation, timeline, and status update communications as required
 - Supports training curriculum design, programs, materials, and facilitation as directed
 - Responsible for training providers and office staff on applicable EHR functionality, before, during and after system Go-LIVE
 - Advises and demonstrates best practices for entering data into the EHR in accordance with MACRA and other Quality initiatives
 - Maintains EHR training documentation utilizing written training agendas and sign-off sheets for all trainings
 - Establishes effective interpersonal relationships with all levels of Steward personnel
 - Contributes to system improvement efforts through process analysis and workflow redesign
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- Must be knowledgeable with room reservations software applications
- Bachelor's degree required, prefer a master degree in instructional design or trainer
- 5+ years experience in developing and leading Six Sigma training and certification programs
- Master Black Belt certification from proven institution or standards organization
- Advanced degree in Operations Research, Industrial Engineering, Business Analytics, Complex Systems Design, Applied Statistics
- Experience with data mining on big data platforms