



Example of Learning & Development Manager, Learning Job Description

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Our company is growing rapidly and is hiring for a learning & development manager, learning. 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 learning & development manager, learning

- Maintaining all required project documentation in shared files
- Manage the LEADer, NATP and CA Grant training projects
- Analyze property needs, and /or instructional goals and objectives to determine appropriate delivery methods for both facilitator-led and eLearning programs
- Champion hospitality best practices and initiatives to ensure optimal guest/member satisfaction
- Provide coaching and support to front-line managers to enhance performance
- Collaborate with subject matter experts to design comprehensive development programs, design and deliver training modules or presentations as requested
- Contact property management teams to schedule onsite training visits and conduct pre-training and follow-up activities and evaluation
- Oversee the collection and entry of data into learning management system and run reports as needed
- Partner with executive team subject matter experts to deliver training modules and work with keynote speakers at annual Troon Conference
- Performs other duties and projects as required

Qualifications for learning & development manager, learning

- The ability to work in a multi-project environment, drive results, challenge convention, and carry out changes
- An assertive and systematic approach
- Proficiency with technical tools such as Microsoft Office
- Intermediate Microsoft office skills (Word, PowerPoint, Excel, Outlook)
- Good understanding of MS Office tools (Outlook, Excel) and HR information systems
- Computer Based Training is a plus