



Example of Learning Trainer Job Description

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Our company is growing rapidly and is looking to fill the role of learning trainer. 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 trainer

- Develop and maintain facilitator presentations and training modules
- Develop and maintain student labs
- Develop and maintain workbook for orientation class and follow-on bootcamp
- Coordinate schedules and maintain presentations for subject matter experts who deliver training modules
- Coordinate schedules and develop talking points for executive visits to classes
- Develop and deliver surveys on orientation curriculum and generate resulting reports for executive consumption
- Ensure the quality and consistency of course content
- Act as a technical expert to assist in development of course materials
- Under direction of Training Manager, coordinate Bangalore's live (on-site) technical training classes and training programs
- Ensure content is consistent with EngLearn instructional design methodology and adhere to key learning strategies for the target audience

Qualifications for learning trainer

- Systems experience with Learning Management System (LMS) software systems, specifically with SuccessFactors experience preferred
- You have knowledge of learning development system and training

- You are self-disciplined and well organized team player
- Multitasking and working under the time pressure is no problem for you
- Trainer certification/education would be an asset