



# Example of Manager, Learning & Development Job Description

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Our company is looking for a manager, learning & development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, learning & development

- Use evaluation data to measure impact and improve learning initiatives
- Creates a continuous learning environment roadmap through the use of multiple platforms
- Trains, motivates, directs, coaches and evaluates team members by creating and maintaining a team that is highly personable and committed to achieving and exceeding set training initiatives
- Oversees the execution of learning programs such as presentations, eLearning, roundtables, toolkits and other resource materials where applicable
- Oversees the education and training for teammates to ensure the design and delivery of the coursework is aligned with the organization's vision and goals
- Collaborates with various functional areas and/or departments and oversees the Analysis, Design, Development, Implementation and Evaluation (ADDIE) model of training materials and coursework
- Oversees the training team to determine training timelines, resource needs, and essential curricula to meet specific organizational needs for strategic business initiatives
- Oversees and validates standardized training and development department policies, procedures, and improvement plans based on identified company needs and changes (e.g., culture, procedures, services) while ensuring company standards compliance

- Consults on strategic business initiative teams to assist in addressing business gaps and recommends appropriate training and/or non-training solution

## Qualifications for manager, learning & development

- Proficient in course development software tools such as Adobe Acrobat, Captivate, Snagit
- Define and implement appropriate metrics that evaluate the success and impact of development
- Ability to oversee the daily operation of corporate learning and development staff
- The purpose of the job is to be the learning excellence centre for the business, regarding internal talents
- BA required/ Masters a plus
- Experience working in Training & Development, Graduate Program Management or Campus Recruiting preferred