Example of Manager, Learning Job Description

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Our innovative and growing company is looking to fill the role of manager, learning. 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

- Maintain learning library and identify other learning resources to support employee development
- Optimization of skills and knowledge of Trainers/Instructors employees
- Have willingness and flexibility to regularly travel trans-Tasman
- Coach, develop and engage the Learning Facilitator Team which delivers training to our center and corporate associates
- Contribute to overall CDO L&D Team initiatives
- Administrative and other work as assigned
- The role would need to partner with key stakeholders, including Business leaders and other vertical heads of PLPD, to gain a sound grounding of the business strategy and knowledge of the key expectations from PLPD and this role
- The individual in this role must have the ability to see and understand the “big picture” and articulate a compelling strategy for Learning Initiatives that meets the needs of the organization
- Using existing data, along with intelligence of the market, assess the digital learning needs of the GPO workforce
- He/ She must be able to demonstrate the use of social collaboration solutions they have implemented/ recommended in the past

Qualifications for manager, learning

- Experience with the end to end learning process learning needs assessment, program design & delivery and learning evaluation & assessment
- Ability to facilitate and conduct instructor-led and/or virtual training
- Ability to plan, communicate strategy and pay close attention to detail (ie both strategic and execution orientations)
- Knowledge of and experience with various individual and team assessments tools