



# Example of Talent Development Manager Job Description

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Our innovative and growing company is hiring for a talent development manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent development manager

- Guide, partner with, and educate HR Business Partners in administering talent management processes such as talent reviews, talent development options and programs, coaching and performance management
- Keep abreast of talent management and training research (e.g., learning theory, motivation theory, and coaching, leadership development, performance management, competency framework and tools)
- Lead roll out of global learning initiatives and also develop locally relevant interventions and plans
- Provides counsel and strategy on learning interventions to meet business gaps and recommends approach
- Develop multi-year integrated talent & development plan for BU/geography that aligns with Global T&D Strategy and outlines the talent strategies and capability priorities critical to driving sustainable growth and achieving the goal of being a great place to work
- Proactively address and respond to results of annual Talent Management Review and Succession Planning process by bringing key stakeholders together to assess appropriate strategies and courses of action to secure talent readiness and individual development plans to guarantee succession depth in a timely fashion
- Design and execute on a comprehensive 2–3 year talent development plan, assessing, identifying, and prioritizing training and development needs through the use of various tools and in collaboration with key stakeholders

- Design development programs
- Provide comprehensive consultative insight to managers, senior leaders and executives to help them address business challenges that could involve a learning solution

## Qualifications for talent development manager

- A minimum of 3 years' multiple format curriculum development experience, inclusive of e-learning and multimedia learning technologies
- A minimum of 5 years' experience in a supervisor or manager role
- Key skills, such as coaching, influencing, facilitation, presentation, communication, process development, analysis, problem solving, prioritization and time management
- Able to work independently and effectively lead / influence a diverse, global team
- Business-level proficiency in English a must
- Able to legally work in designated location