



Example of Technical Training Job Description

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Our company is looking for a technical training. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for technical training

- Assists departments in scheduling training activities, maintaining training records, and auditing compliance of training against the established schedules and curriculum
- Tracks, trends and monitors training compliance
- Design updated course content by completing training needs analysis, and audience analysis
- Develop updated technical product training course content and labs based on specifications
- Coordinate testing and evaluating of materials to ensure technical accuracy
- Coordinate beta-teach activities with the technical trainers and update content based on beta-teach feedback
- Responsible for managing multiple product course development projects including scope, milestones, and project status
- Create final course materials for both student and instructor according to requested delivery mode formats
- Coordinate train-the-trainer activities for updated content to ensure trainers are enabled to deliver
- Deliver portions of technical product training instructor-led classes periodically to internal audiences

Qualifications for technical training

- Oversee relationships with all Vendors, Service providers, partners and Consultants who may be engaged to provide services, including content

- Actively develop and maintain reciprocal relationships with internal customers/stakeholders in order to continuously monitor, evolve and improve our offerings and services to meet expectations and needs
- Continuously monitor ROI across the global Technology technical curriculum and perform regular retrospectives with key stakeholders and SME's to improve ROI outputs
- Build and use personal knowledge of technical trends, financial industry trends, and business best practices to understand clients' perspectives and the business impacts of learning
- Think outside the classroom to craft "just in time" learning solutions, including eLearning's, videos, knowledge forums, social media tools, and internal expert talks
- Work closely with various learning services/administrative support teams to ensure efficient, cost-effective management of contracts, billing, enrolment, scheduling, venue management and query resolution