



Example of Training Analyst Job Description

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Our company is looking to fill the role of training analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for training analyst

- Provide expertise and services for development and maintenance of online training materials
- Assure materials are accessible as mandated by the federal government in accordance with Section 508 of the Rehabilitation Act
- Establish relationships with local trade schools, to facilitate and enhance employee training and development
- Establish strong relationships with Southern Power plant personnel including management and operations staff external training vendors and technical school administration
- Supports international training rollouts by preparing for and conducting train-the-trainer sessions, coordinating rollouts across vendor locations, and serving as master facilitator for select programs
- Evaluates the effectiveness of vendor training using appropriate methods such as post-course survey results, facilitation observations, round-table discussions with newly-trained associates, exam scores, post-course observations of work completed by newly-trained associates, and/or results of learners post-training as seen in performance reporting
- Provides coaching and feedback to the vendor training teams on improvements areas needed
- Reports the effectiveness of training and gives training and non-training solutions to IL&P and vendor account managers to help ease the facilitation of training , improve performance and shorten the time it takes to train vendor associates

- Identifies issues for non-performing sites to ensure that the member experience is consistent and equivalent

Qualifications for training analyst

- Uses concise and effective written communication (documentation, emails)
- Must have experience with the full life cycle of a training project from needs analysis through evaluation, using application of ADDIE concepts (Analysis, Design, Development, Implementation, and Evaluation). This includes scripting, designing, developing, incorporating multi-media and interactivity, assessment, testing and evaluation
- Experience and proficiency in relevant company related systems
- Minimum of one year working knowledge of and experience in systems administration and troubleshooting multiple operating systems
- Demonstrated ability to work with web conferencing platforms, virtual machine configurations, and audio technologies
- Experience with Microsoft Office (Excel, Word) and remote collaboration software (administrator, presenter, and student tools)