



Example of Training & Development Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of training & development specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for training & development specialist

- Functions as a subject matter expert in at least one line of business and creates and updates training curriculum as needed
- Create and records, reports and other documentation of training activities
- Represent the Training team in meetings with business partners, leadership and project teams
- Function as a performance consultant, collaborating with Process and Operations to perform needs assessment and recommend training solutions
- Compliance Wire administrator, particularly in course and qualification creation and course follow-up
- Reviews, updates, and enhances training materials (i.e., reference handbooks, departmental forms, training documentation,) to ensure effectiveness of training
- Analyzes course evaluations in order to judge the effectiveness of training sessions and to implement suggestions for improvements
- Delivers required training programs to internal customers in a classroom setting
- Mentors Subject Matter Experts regarding training delivery and effectiveness
- Ability to perform needs assessments, develop training objectives

Qualifications for training & development specialist

- Adaptable and innovative in design and execution of programs, processes and solutions
- Requires a Bachelors degree in in Human Resources, Organizational Development or a related discipline and ten or more years of progressive professional experience in a Human Resources department
- Ability to design and develop content for multiple courses across multiple develop methods such as eLearning, Instructor-Led, Virtual Classroom Training, without supervision
- Strong organizational skills to ensure the right people complete the right training
- Ability to learn power plant systems, maintenance and operation