



Example of Training Leader Job Description

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

Responsibilities for training leader

- Facilitate Continuous Improvement and other class offerings as/when needed
- Hands on technical design, facilitation, and orchestration of continual process improvements to our technical training program with a focus on remote connectivity and on line training in addition to class room training deliverables
- Follow the Training Within Industry model for production training
- Log Training for positions/tasks for all individuals within the plant
- Backfill vacancies for Production Supervision, following all the requirements as written for the TL position
- Administrative Responsibilities (data entry, new hire orientation and schedules)
- Create and maintain all SOP, One Point Lessons and Job Breakdown sheets
- Will assist in facilitating and creating documents to support 5S/CI projects
- Assist with SQF, 5S and safety audits (emergency evacuation, PIE and training)
- Facilitator for PIE (training, Key control, documentation)

Qualifications for training leader

- Proactively improve warehouse processes, improve warehouse productivity performance and drive Kaizen activities
- Support and lead their team in order to achieve challenging performance objectives
- Monitor workloads in their areas and allocate resource accordingly

- Assesor / Moderator / Fascilitator Accredited