



Example of Training Leader Job Description

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Our company is growing rapidly and is looking for a training leader. 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 leader

- Lead development and maintenance of technical training content, presentations, and accompanying materials
 - Conduct a yearly Training & Development Needs Analysis to identify requirements based on Organisational and Departmental objectives
 - Prepare an annual training and development plan for approval by the site leadership team that optimises available training resources to meet business objectives
 - Management and development of the C2C Learning Management System to optimise the recording, assigning and tracking of training and to ensure compliance with all requirements
 - Collaborate with HR to develop and deliver a leadership development and skills training programme for the site
 - Ensure that standardized methods for delivery, recording and reporting of training associates are in place and are being adhered to across the site
 - Support the site To have a continuous improvement program focus through leading and facilitating events and promoting employee engagement with CI
 - Driven by the ongoing assessment of training effectiveness
 - Co-ordinate the work schedules of the trainers with the Shift Managers to ensure that Operational training goals and flexibility targets are achieved
 - Work with Subject Matter Experts in developing training materials and methods for new and changed processes
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- Good understanding of quality assurance systems and processes for Vocational and General qualifications
- Experience in automotive production, engineering and/or maintenance
- Ability to work effectively with all levels of management, union and hourly workforce
- Experience facilitating and coordinating development of comprehensive training plans for manufacturing
- Experience leading/directing/coaching manufacturing and maintenance training specialists within the organization
- Expertise in Excel and ability to effectively utilize MS Office software