



Example of Training Manager & Development Manager Job Description

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Our company is looking to fill the role of training manager & development manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for training manager & development manager

- With Director, prepares departmental level budget estimates and supports tracking of budget vs
- Maintains effective working relationships with subject matter experts and stakeholders related to curriculum with executive leadership across the company and field office staff
- Supervises, develops, and assesses assigned staff
- Actively participates in new business activities, including proposal teams, in major line roles including technical writer and czar providing technical input related to training and development
- Identifying functional and developmental training needs of the group based on goal of building a best in class digital organization
- Resourcing key vendors and developing programs to address group training needs
- Negotiating pricing to meet budget objectives
- Leveraging communications strategy to drive program participation and engagement
- May represent and promote the organization at various speaking engagements
- Participates fully as a member of the Task Force for Global Health by contributing, assisting and participating in projects, activities, and initiatives as requested by Task Force management

- Able to work independently on a team
- Occasionally requires working and walking for extended periods of time in the store and distribution center environment
- Requires overnight travel up to 20% of the time
- Demonstrated capability to create and execute on learning strategies and new curricula across varying platforms and organizational business units
- Proven track record of leadership and supervisory experience
- Knowledge of learning management systems and creation software (LMS, eLearning creation software such as Camtasia, Snag-It, Articulate Storyline, Lectora)