



Example of Training Manager & Development Manager Job Description

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Our company is growing rapidly and is looking for a training manager & development manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for training manager & development manager

- Selects appropriate training formats and delivery modalities
- Manages the logistical planning and organization of training activities and programs (class preparation, facilitator engagement, and setup)
- Develops and administers training programs with measurements for effectiveness
- Works in conjunction with Leadership Team to establish criteria for coaching follow-up
- Conducts field visits to assess needs of the field from a training perspective and provides feedback based upon identified areas of need
- Maintains advanced knowledge and skills through continuous education opportunities
- Supports the recruiting and interview process as a part of leadership development
- Performs other related duties as assigned by the Director, Sales Training and Development
- Effectively consult with business leaders to understand strategic business priorities and specific business and talent challenges/opportunities
- Formulate a learning and development strategy to address talent development, retention and performance priorities

Qualifications for training manager & development manager

- Web based training seminars and quarterly business review meetings
- Excellent communicator (oral and written) with relational skills to influence within a matrix organization
- A resourceful and flexible individual who thrives in highly collaborative, global environments
- Computer experience required- standard office applications (word processing, spreadsheet, email, presentation software)
- Track record for establishing, developing and implementing training programs company wide