



Example of Training Manager & Development Manager Job Description

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Our company is growing rapidly and is hiring for a training manager & development manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for training manager & development manager

- Trains assigned instructors and supervisory personnel in effective techniques for training, such as new employees' orientation, on-the-job training, management development, and adaptations to changes to policies, procedures and technologies
- Partner with industry leaders and subject matter experts to ensure program content's relevance and significance
- Create coaching and mentoring framework
- May supervise the work of others in the accomplishment of assigned tasks
- May consult with senior management on complex learning and development needs
- Embody PT lean leadership principles and methods
- Be an active and visible change agent, fostering a flexible and open mindset to new opportunities and continuous improvement
- Be a strong representative of HTO in the PT learning network, promoting best practice sharing and adoption aimed at continuously improving network standard processes
- Manages and deploys a group of technical training professionals to develop and deploy training across HTO
- Coach internal instructors on delivering classroom content

Qualifications for training manager & development manager

- Experience leading a team of sales professionals
- Requires advanced presentation skills, communication skills, leadership skills, analytical ability, problem-solving skills and consensus building skills
- Must have excellent observation and listening skills
- Ability to communicate technical product information in an easy to understand, appealing style and possess the creative skills necessary to design training and development programs
- 6+ years of related experience in the financial services industry which includes training related experience with financial products