



Example of Training Services Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of training services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for training services

- Schedule of training sessions, booking and notifying of all relevant parties
- Envision, design, and develop internal applications for the Training Department
- Partner with IST to integrate our interfaces with enterprise business applications
- Work closely with web designers to build scripts and databases for our training website
- Integrate applications with off-the-shelf web and print authoring tools, SharePoint, and Learning Content Management System (LCMS) products
- Engage our content staff on requirements gathering for new software
- Managing a regional team which may include instructor(s) and administrator(s) with their day to day responsibilities and professional development
- Managing assigned region's education business
- Design new course content by completing training needs analysis, audience analysis, determining appropriate delivery methodology and creating the design document
- Develop new technical product training classes to design specifications

Qualifications for training services

- Conduct needs analysis with business unit and plant operations to align equipment, process, and operation to plant work instructions

- Develop and facilitate classroom and shop floor hands-on instruction of training programs and workshops for technical training academy
- Evaluate training effectiveness, modify and enhance training programs based upon needs of the business unit, training center, and individual
- Manage the scheduling, setup, and day to day operations of training academy
- Partner with Quality Assurance and Safety Departments to align training activities and performance with regulatory guidelines