



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. 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 services

- Compile daily reports for pre and post training
- Develops and maintains a current, effective technical assistance model that ensures appropriate guidance is provided to new and participating institutions/sponsors
- Assist with logistics for training activities as needed
- 25% Participate in the planning, conducting, and reviewing of any training within SSC/Call Center and help to assess training effectiveness through observation and quantitative analysis
- Managing classroom logistics, student enrollments, payments, and contracts
- Working closely with the training instructors, accounting, and contracts teams to ensure timely and accurate data
- Assisting students with their enrollments in the learning management system (LMS) and troubleshooting issues
- Providing event planning for department functions
- Take the lead in training course development activities and scheduling
- Present our training plan to dealers for dealer presentations

Qualifications for training services

- Ability to learn new technologies and software applications
- Excellent Master's or Bachelor's degree or equivalent from a recognized university required

- Demonstrated experience in designing, developing and implementing training frameworks and materials
- Understanding of training management requirements and environment
- Experience in running designing marketing / communication programs