



Example of Training Supervisor Job Description

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Our innovative and growing company is hiring for a training supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for training supervisor

- Utilize production optimization tools (swim lane charts, work balance boards, string diagrams, storyboards,) in order to remove waste from the processes and delivery desired output quality and rate
- Lead team to facilitate surveys and focus groups
- Lead training of skills such as computer applications, phone systems, assembly, policies, procedures, interpersonal
- Receives instructions from Production Supervisor/Manager for Machining/Assembly/Blend schedules and requirements for meeting Production requirements
- Deliver training or coaching as needed on topics eligibility processing for both Family Medical, Elderly & Disabled, and LTC, customer services skills, program information, performance results obtained through quality assurance monitoring, and other areas
- Ensure that Trainers are provided with up-to-date knowledge of project-related updates, processes, and procedures
- This position deploys to Antarctica during the Austral Summer and will work several months in the Denver office during the Austral Winter
- Responsible for developing and maintaining a relevant and effective field safety training course curriculum for the US Antarctic Program
- Provides instruction on cold weather related health and safety issues, survival techniques, risk management techniques, critical thinking skills, incident response processes, radio procedures, area and terrain familiarization, local weather patterns, basic mountaineering skills and crevasse rescue techniques, and safe sea ice travel

Qualifications for training supervisor

- Understanding in adult learning principles, instructional design or education is a plus
- Two plus years managing a technical training center including supervising and leading a training team managing a training curriculum
- Must have Class B or higher Commercial Driver's License with Passenger endorsement
- Must be able to obtain and maintain DOT Physical examination
- You must be able to pass a drug test and a criminal background check
- Testing related to job requirements