



Example of Training Supervisor Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of training supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for training supervisor

- Design and manage performance tracking system for all employees
- Identify and create appropriate measures to evaluate program success with methods such as tests, surveys, questionnaires
- Understand and utilize up-to-date best practices regarding training programs
- Assist the management team with on-boarding of new employees (GMP training, PPE requirements)
- Recommend and oversee third party vendors to ensure vendor performance and deliverables are appropriate, effective, on time, and on budget
- Review, track, and manage course feedback and make appropriate updates to training content based upon participate feedback
- Must be able to communicate with management on progress, constraints, ideas
- Establish and implement the annual CCO training plan to develop all of the safety critical, process safety, and quality related operational competencies mapped to Control Centre Operators, Senior Technical Advisors, Shift Supervisors, and Administrators-on-Call
- Perform classroom instruction which meets or exceeds MV and client requirements
- Create, implement and maintain Behind the Wheel Training program

Qualifications for training supervisor

- Minimum of one year supervisory/ management experience

hands-on and web-based training, through supervised on-the-job training

- Position may require long hours and weekend work as needed
- Remain current with the Training Industry including trends, methods and learning strategies to incorporate into the business
- Incident Command System (ICS) 100 and 200 certifications required (training offered through FEMA)
- BS/BA degree required or relevant experience in lieu of degree