



Example of Training Supervisor Job Description

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Our innovative and growing company is looking for a training supervisor. 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 supervisor

- MSHA, Surface Unlimited Instructor Card is desirable, but will train employee for certification
- Training in Instructional Design and Needs Analysis is beneficial
- Experience with the ADDIE Training Cycle (Analysis, Design, Development, Implementation, Evaluation)
- Monitor associate performance and develop the skills and proficiency to provide effective and frequent Employee Performance percentage (EP%) feedback and coach associates for improved performance or corrective action when necessary
- Demonstrate the ability to manage functional areas including development of a strong working knowledge and proficiency of fulfillment DC Operations and key performance indicators (KPIs)
- Develop and demonstrate exceptional verbal and written communication skills enabling appropriate and frequent communication with immediate manager, sr
- Identify, resolve and/or escalate concerns (associates, system) as needed
- Gain understanding of associate policies and procedures and be able to effectively communicate these to associates and ensure compliance
- Oversee new staff on the job site
- Create training schedules and routes

Qualifications for training supervisor

- Multi-channel instructional design and demonstrated curriculum creation experience essential
- A minimum of six years of experience as an Alpine Guide with extensive experience in glacier mountaineering is required
- A proven ability to work in remote, harsh environments, as a team player, is required
- Current or past experience as a Classroom Instructor
- Comfortable and able to speak in front of groups of people
- Able to perform all Operator duties