**Job Purpose**

This position is responsible for the design, development, implementation, coordination, and facilitation of company training and development [programs](https://www.trainersbox.net/store/p8/presentations.html.html) for both new and existing employees.

**Key Responsibilities**

* **Organize internal training programs:** This is done by; searching training suppliers and signing a [contract](https://www.trainersbox.net/store/p942/mentoring-contract-template.html.html) with the partners at the company. He or she makes contact with trainer and line managers to determine the location, time, facilities and training.
* Creates an [agenda](https://www.trainersbox.net/customizable-generic-workshop-agenda.html) for the training program and sends out to training manager for approval and distributes to all departments concerned.
* Authorizes junior training staff to organize and monitor the training.
* Prepares all tools for training.
* Organizes the training including: Follow up participants' [attendance](https://www.trainersbox.net/store/p944/attendance-sheet-template.html.html), distribute of materials and training, monitor trainee's needs, support of trainer in training.
* Arranges for training at the client's site and gets director's approval.
* Prepares procedures for employees, management who are appointed for training.
* Contacts line managers/supervisors to build up schedule for training materials
* Drafts and sends training documents to training manager for review
* Manages the photocopying and distribution of training materials while minimizing expenses
* Archiving materials periodically.
* **Creates, updates and manages** records and databases of clients, staff involved, training plans and training programs.

**Job Prerequisites**

Planning and organizing, [communication skills](https://www.trainersbox.net/store/p121/50_Tips_on_Excellent_Communication_for_Life_Presentation_Kit.html), data gathering and analysis, problem analysis and problem solving, judgment, presentation skills, facilitation skills, coaching skills, adaptable and able to be a good team player.

[See Templates which can be useful for Training Coordinators - Click here.](https://www.trainersbox.net/store/p135/Project_Management_Templates_Bundle.html)

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