**Job Purpose**

The Training manager is responsible for planning, organizing, leading and supervising the training department.

**Key Responsibilities**

Responsibilities include but are not limited to the following:

* **Identifies “core competencies” of workforce with the** Training Director
* Deploys competency mapping in the company
* Keeps [training materials](https://www.trainersbox.net/shop.html) up to date
* Uses IT to produce [training materials](https://www.trainersbox.net/shop.html) and manuals
* Organizes and manages the using of [training materials](https://www.trainersbox.net/shop.html) in company (including e-learning)
* **I**dentifies training and development needs within an organization.
* Designs and develops [training and development programs](https://www.trainersbox.net/store/p8/presentations.html.html) based on both the organization’s and the individual’s needs
* Works in a team to produce [programs](https://www.trainersbox.net/store/p8/presentations.html.html) that are satisfactory to all relevant parties in an organization
* Ensures that statutory training requirements are met
* Plans the training title
* Makes training plan monthly/quarterly
* Amends and revises programs as necessary, in order to adapt to the changes that occur in the work environment
* Monitors the approved training plan
* Helps line managers and trainers to solve specific training problems, either on a one-to-one basis or in groups
* Supervises the work performance and [evaluation of trainers](https://www.trainersbox.net/store/p937/training-evaluation-form.html.html)
* Manages the training center's services
* [Train’s instructors](https://www.trainersbox.net/store/p120/100_Tricks_of_the_Trade_of_the_Mentor_Training_Presentation_Kit.html) and supervisors in techniques and skills for training and dealing with employees
* [Appraises](https://www.trainersbox.net/store/p940/course-evaluation-spreadsheet.html.html) **the training effectiveness**
* Evaluates training and development programs
* **Designs career development for all positions, or** "Career Development Path” for each position and communicates career development to all employees
* **Identifies and implements career development requirements for each employee**
* Checks the [competency](https://www.trainersbox.net/store/p923/job-analysis-worksheet.html.html) of each employee as per the requirements
* Identifies the [development plan](https://www.trainersbox.net/store/p904/personal-development-action-plan-template.html.html) for each employee
* Appraises competency of employee periodically
* Identifies quality of workforce as required
* Develops testing and evaluation procedures
* Considers the costs of planned programs and keeping within budgets
* Assesses the return on investment (ROI) of any training or development program
* **Reports to top board of directors**

**Prerequisite Skills and Qualifications**

Excellent experience and record in [Training Needs Analysis](https://www.trainersbox.net/training-needs-analysis.html) and [Training Evaluation](https://www.trainersbox.net/store/p895/training-evaluation-flow-chart.html.html), curriculum and training design and teaching Principles for Individual and Groups, excellent knowledge in the principles of: [Coaching Techniques, mentoring techniques](https://www.trainersbox.net/store/p120/100_Tricks_of_the_Trade_of_the_Mentor_Training_Presentation_Kit.html) and performance [monitoring techniques](https://www.trainersbox.net/store/p895/training-evaluation-flow-chart.html.html), advanced knowledge of the Adult Learning Theory, Instructional Methodologies and Instructional Design, good utilize of technology and Multi-media Based Training, including MS OFFICE Applications, advanced personal skills, effective planning and management skills effective training and presentation skills, excellent written and verbal [communication](https://www.trainersbox.net/store/p121/50_Tips_on_Excellent_Communication_for_Life_Presentation_Kit.html) skills, good judgment in profiling and identifying best training staff for each project, good motivator, [effective time management](https://www.trainersbox.net/store/p117/50_Surefire_Tools_to_Get_Work_Done_on_Time_Presentation_kit.html), good logic and reasoning skills.

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

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