**Job Purpose**

This position is responsible for offering training in a job-specific area. It focuses on teaching specific areas of knowledge or on-the-job capabilities needed for certain positions.

**Key Responsibilities**

Responsibilities include but are not limited to the following:

* Evaluate [training materials](https://www.trainersbox.net/shop.html) prepared by instructors, such as outlines, text, and handouts.
* Coordinate, schedule and conduct business and technical training for new hires and current employees.
* Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
* Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.
* Select and assign instructors to conduct training.
* Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys.
* Produce [training materials](https://www.trainersbox.net/shop.html) for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur.
* Facilitate the [execution](https://www.trainersbox.net/store/p896/training-execution-flow-chart.html.html) of all training plans.
* Periodically, [evaluate](https://www.trainersbox.net/store/p895/training-evaluation-flow-chart.html.html) training effectiveness.
* Acts as a support fielding questions and issues from staff related to the business and / or systems.

**Job Prerequisites**

To become an employee training specialist, applicants generally need to earn a bachelor's degree in a subject of study like human resources or business administration. A few years of experience is generally required in the field. The following table offers a list of common requirements for employee training specialists.

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

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