

Training Instructor Job Description

Job Purpose

Training instructors are required to help people to improve the skills they have and learn new skills. Usually trainers specialize in one area, such as customer services, management skills, personal development, craft skills, and IT skills. These professionals work with training and human resources managers in order to organize a training plan.

Key Responsibilities

Responsibilities include but are not limited to the following:

- Conducts on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects. This can be done face to face or remotely, on a one to one or one to group basis.
- Presents lectures and conducts discussions to increase participants' knowledge and competence, using visual aids, such as graphs, charts, videotapes, and slides.
- Observes and evaluates students' work to determine progress, provide feedback, and make suggestions for improvement.
- Plans training strategies, develops [course content](#) and method of instruction.
- Prepares outline and [script](#) of instructional program and [training schedule](#) and establishes course goals.
- Selects and assembles books, [materials](#), group [games](#), [exercises](#), [icebreakers](#), [tests](#), [case studies](#), supplies and equipment for training, courses or projects.
- Administers oral, written, or performance [tests](#) to measure progress and to [evaluate](#) effectiveness of training.
- Determines [training needs](#) of trainees or workers.
- Corrects, evaluates, and comments on lesson assignments.
- Develops teaching aids, such as instructional software, multimedia visual aids, computer tutorials, or study materials for instruction in vocational or occupational subjects.
- Prepares reports and maintains records, such as [trainee assessments](#), [attendance](#), [training activities](#), production records, and supply or equipment inventories.
- Reviews [enrollment applications](#) and corresponds with applicants.
- Arranges for lectures by subject matter experts in designated fields.
- Recommends advancement, transfer, or termination of trainee based on mastery of subject.
- Participates in meetings, seminars, and training sessions and integrates relevant information into training program.
- Solves operational problems and provides technical assistance with equipment and process techniques.

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Prerequisite Skills and Qualifications

Good interpersonal skills, being organized and methodical, excellent written and spoken [communication skills](#), listening skills, being tactful and patient, [time management skills](#). Also being able to inspire, [motivate and lead a team](#), being creative and proactive, having interest in helping people to develop their skills. Experience and practical knowledge in the field, as trainers need to have a high level of skills and in-depth knowledge in the area they coach people at. There are companies that require instructors to also have a recognized [training qualification](#) or credential such as a Certificate in Training Practice offered by a chartered institute.

[See Templates which can be useful for Training Instructors - Click here.](#)