**Job Purpose**

**A Training Assistant works closely to the Training Manager and helps him/her provide standard or specialized teaching, technical training or counseling in a designated area. Sometimes trainings are held as part of the Human Resources activities, in order to prepare new employees for their job. But training assistants and managers can organize trainings in different areas and provide specialized education. Training Assistants can perform in a wide range of fields, depending on their educational background and experience. Their job not only includes handling specific training tasks but also administrative aspects.**

**Key Responsibilities**

Responsibilities include but are not limited to the following:

* Assists with the scheduling of training sessions, and booking/notifying all relevant parties.
* Takes responsibility for ensuring all training rooms/venues, equipment, catering arrangements, and other requirements are booked up or canceled in advance.
* Sends out appropriate pre-course information to delegates/managers in advance of training courses.
* Requests and compiles all delegates objectives in advance of training courses.
* Keeps data of training suppliers and training materials up to date.
* Ensures approval of training supplier/course content is obtained in advance.
* Allocates staff to groups when repeated training sessions are to be conducted.
* Prints up training support [materials/handouts for training courses](https://www.trainersbox.net/shop.html), and assisting with the creation or formatting, where relevant.
* Assists in training course set up/clear up before and/or after a training event.
* Sends out [course evaluation](https://www.trainersbox.net/store/p895/training-evaluation-flow-chart.html.html) (feedback) questionnaires following training courses and compiling/communicating feedback to the training manager
* Records all staff training attendance
* Keeps [training records](https://www.trainersbox.net/store/p137/Train_The_Trainer_Templates_Bundle.html) and files up to date, filing forms
* Runs standard and custom training reports in HR software as required
* Prepares of staff manuals for all new employees
* Obtains training records/certificates of previous training or qualifications achieved from new joiners for personnel files and/or HR software
* Assists with arranging induction program timetables for new employees
* Arranges training provision as required by the business during annual leave/other absence of the training manager
* Assists in the delivery of training sessions at a basic/administrative level if required

**Job Prerequisites**

Excellent written and oral [communication skills](https://www.trainersbox.net/store/p121/50_Tips_on_Excellent_Communication_for_Life_Presentation_Kit.html), ability to speak in public, very good command of native language and at least one foreign language, highly organized, punctual and responsible, Driven and, Business and results oriented person, team worker, ability to travel, computer skills, education and training. Training assistants require a Bachelor's Diploma in the field they provide the training courses. Most of trainers are specialized in Human Resources, Communication, Business, Administration or Psychology. Usually, when hiring a training assistant, employers are more interested in their experience than studies, although these count too. Therefore, most of those who want to be training assistants must prove relevant experience in job training programs or related activities. Working in a non-profit organization and being part of major projects is also helpful.

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

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