**Job Purpose**

The Training Director is responsible for planning, organizing, [leading and supervising](https://www.trainersbox.net/store/p119/50_Golden_Rules_of_Leading_Teams_Presentation_Kit.html) training departments at a strategic level.

**Key Responsibilities**

Responsibilities include but are not limited to the following:

* **Identifies “core competencies” of workforce,** including deployment of competency mapping in the company
* **Organizes knowledge management** in the company by keeping [training materials](https://www.trainersbox.net/shop.html) up to date, using IT to produce training materials and manuals, management of how all [training materials](https://www.trainersbox.net/shop.html) of company are used (including e-learning)
* **Develops training strategies, including** training objectives, strategies, policies, and [programs](https://www.trainersbox.net/store/p8/presentations.html.html)
* Directs the implementation of policies and procedures related to various training and educational programs for the employees of an organization
* Reviews and approves [training needs](https://www.trainersbox.net/training-needs-analysis.html) and programs
* Deploys and supervises [training programs](https://www.trainersbox.net/store/p8/presentations.html.html)
* Reviews and approves career development programs
* Deploys and supervises programs planned and implemented.
* **Manages** [training budgets](https://www.trainersbox.net/store/p927/budgets-and-managing-money-template.html.html)**, by** preparing them sending them to the CEO for approval
* Supervises how training budgets are implemented.
* **Reports to top board of directors** with regards to [competencies of workforce](https://www.trainersbox.net/store/p923/job-analysis-worksheet.html.html), [results of training programs](https://www.trainersbox.net/store/p940/course-evaluation-spreadsheet.html.html), and [maintenance of training budgets](https://www.trainersbox.net/store/p927/budgets-and-managing-money-template.html.html)

**Job Prerequisites**

Demonstrated experience in: Designing and creating corporate training programs, conducting training to clients, [managing functional and technical training teams](https://www.trainersbox.net/store/p119/50_Golden_Rules_of_Leading_Teams_Presentation_Kit.html), in needs analysis and curriculum development, accounting and human resources management. In addition a [good knowledge base](https://www.trainersbox.net/store/p118/50_Basics_to_Successful_Project_Management_Presentation_Kit.html) is needed in project management principles, knowledge of computer and IT in general; the ability to translate, articulate, simplify and communicate complex business and technical functions to [influence audiences](https://www.trainersbox.net/store/p115/%E2%80%8B50_Tricks_to_Persuade_and_Influence_Others_Presentation_Kit.html) with different level of expertise, ability to maintain an effective organization structure that reflects the clients' needs for corporate training. Also, excellent management skills in a multi-location environment with an emphasis on people, skills and a "roll up your sleeves" management style, superior organization skills is a must, ability to handle multiple tasks in a high paced work environment, ability to thrive in an environment with regularly changing priorities, ability to adapt and acquire new skills quickly, excellent written and oral English [communication skills](https://www.trainersbox.net/store/p121/50_Tips_on_Excellent_Communication_for_Life_Presentation_Kit.html) including ability to plan and deliver effective presentations.

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

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