

Training Manager Job Description

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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](#) up to date
- Uses IT to produce [training materials](#) and manuals
- Organizes and manages the using of [training materials](#) in company (including e-learning)
- Identifies training and development needs within an organization.
- Designs and develops [training and development programs](#) based on both the organization’s and the individual’s needs
- Works in a team to produce [programs](#) 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](#)
- Manages the training center's services
- [Trains instructors](#) and supervisors in techniques and skills for training and dealing with employees
- [Appraises](#) 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](#) of each employee as per the requirements
- Identifies the [development plan](#) 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

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Prerequisite Skills and Qualifications

Excellent experience and record in [Training Needs Analysis](#) and [Training Evaluation](#), curriculum and training design and teaching Principles for Individual and Groups, excellent knowledge in the principles of: [Coaching Techniques, mentoring techniques](#) and performance [monitoring techniques](#), 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](#) skills, good judgment in profiling and identifying best training staff for each project, good motivator, [effective time management](#), good logic and reasoning skills.

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

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