

Training Officer Job Description

Job Purpose

Training officers either deliver the training themselves or arrange for a third party trainer to do it. Training and development officers help with the ongoing, long-term improvement of employees' skills, enabling them to fulfill their potential within their organization. Increasingly, training and development officers are required to be strategic rather than reactive, [assessing](#) the skills and knowledge within an organization and determining what training is needed to grow and retain these skills. They can also be known as learning and development officers.

Key Responsibilities

Responsibilities include but are not limited to the following:

- Identifies training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments
- Designs and expands training and [development programs](#) based on the needs of the organization and the individual
- Works in a team to produce [programs](#) that are satisfactory to all relevant parties in an organization, such as line managers, accountants and senior managers at board level
- Considers the costs of planned programs and keeping within budgets as assessing the return on investment of any training or development program is becoming increasingly important
- Develops effective induction programs
- Conducting appraisals
- Devising individual learning plans
- Producing [training materials](#) for in-house courses
- Managing the delivery of training and development [programs](#) and, in a more senior role, devising a training strategy for the organization
- Monitors and reviews the progress of trainees through [questionnaires](#) and discussions with managers
- Ensures that statutory training requirements are met
- [Evaluates](#) training and development programs
- Amends and revising programs as necessary, in order to adapt to changes occurring in the work environment
- Helps line managers and trainers solve specific training problems, either on a one-to-one basis or in groups
- Keeps up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses
- Have an understanding of e-learning techniques, and where relevant, being involved in the creation and/or delivery of e-learning packages
- Researches new technologies and methodologies in workplace learning and presenting this research

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Job Prerequisites

High commitment to training and development, ability to relate to staff at all levels, excellent spoken and written [communication skills](#), good organization skills, ability to plan ahead and manage time, effective at [leading](#) and motivating people, negotiation and [influencing skills](#), have the ability to write clear reports and keep accurate records, including accounts and budget information, and good computer skills.

Training officers usually receive specialized classroom training and certification to meet state requirements before performing field training duties for the department they work for.

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

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