

Training Specialist Job Description

Job Purpose

This position is responsible for offering training in a job-specific area. It focuses on teaching specific areas of knowledge or on-the-job capabilities needed for certain positions.

Key Responsibilities

Responsibilities include but are not limited to the following:

- Evaluate [training materials](#) prepared by instructors, such as outlines, text, and handouts.
- Coordinate, schedule and conduct business and technical training for new hires and current employees.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
- Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.
- Select and assign instructors to conduct training.
- Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys.
- Produce [training materials](#) for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur.
- Facilitate the [execution](#) of all training plans.
- Periodically, [evaluate](#) training effectiveness.
- Acts as a support fielding questions and issues from staff related to the business and / or systems.

Job Prerequisites

To become an employee training specialist, applicants generally need to earn a bachelor's degree in a subject of study like human resources or business administration. A few years of experience is generally required in the field. The following table offers a list of common requirements for employee training specialists.

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