

## **Job Title: Training Manager**

### **Job Description:**

We are seeking a skilled and experienced Training Manager to lead our organization's training and development initiatives. The Training Manager plays a vital role in identifying training needs, designing and implementing training programs, and evaluating their effectiveness. You will collaborate with various stakeholders to assess training requirements, develop engaging learning materials, and deliver impactful training sessions to enhance employee skills, knowledge, and performance.

### **Responsibilities:**

- Identify training and development needs by conducting thorough training needs assessments in collaboration with department managers and HR.
- Develop and implement comprehensive training strategies and plans that align with the organization's goals and foster employee growth and development.
- Design and develop training programs and materials, including instructor-led training, e-learning modules, videos, job aids, and other resources.
- Collaborate with subject matter experts and internal stakeholders to gather information and content for training materials.
- Deliver engaging and effective training sessions, both in-person and virtually, using various instructional techniques and methods.
- Facilitate training sessions on a variety of topics, including technical skills, soft skills, leadership development, compliance, and other relevant areas.
- Evaluate the effectiveness of training programs through assessments, surveys, and feedback mechanisms, making recommendations for improvement and adjustment as needed.
- Continuously update and enhance existing training materials to ensure relevance and effectiveness.
- Stay updated on industry trends, best practices, and emerging technologies in training and development.
- Research and recommend external training resources and vendors to supplement internal training initiatives when necessary.
- Collaborate with HR and department managers to support employee onboarding and orientation programs.
- Provide guidance and support to managers and employees on training and development opportunities.
- Establish and maintain training metrics and analytics to measure the impact and return on investment of training programs.

- Coordinate and manage training logistics, including scheduling, venue arrangements, materials preparation, and participant registrations.
- Manage relationships with external training providers and vendors, negotiating contracts and ensuring quality service delivery.
- Mentor and coach trainers and facilitators within the organization to enhance their training skills and effectiveness.
- Collaborate with cross-functional teams to ensure alignment of training initiatives with organizational goals and objectives.
- Maintain accurate training records and documentation, including attendance, evaluations, and certification records.

### **Qualifications:**

- Bachelor's degree in Human Resources, Training and Development, Education, or a related field. Master's degree is a plus.
- Proven experience as a Training Manager or in a similar training and development role.
- Strong knowledge of instructional design principles, adult learning theory, and training methodologies.
- Experience in conducting training needs assessments and developing training plans.
- Proficiency in designing and delivering engaging and interactive training sessions.
- Familiarity with e-learning platforms and authoring tools.
- Excellent presentation and facilitation skills, with the ability to engage and motivate participants.
- Strong organizational and project management skills, with the ability to manage multiple training initiatives simultaneously.
- Analytical and problem-solving skills, with the ability to evaluate training effectiveness and make data-driven recommendations.
- Excellent interpersonal and communication skills, with the ability to build relationships and collaborate with stakeholders at all levels.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- High level of integrity and the ability to handle confidential and sensitive information with discretion.
- Proficiency in learning management systems and Microsoft Office Suite.

If you are a passionate and experienced Training Manager looking for an opportunity to make a significant impact on employee development and performance, we invite you to submit your application. Join our team and lead our training initiatives to enhance employee skills, drive performance, and contribute to our organization's success.