JOB DESCRIPTION

| **Title** | TRAINING AND DEVELOPMENT MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Training and Development Manager is responsible for designing, implementing, and overseeing comprehensive training programs that enhance the skills and knowledge of the organization’s staff. This role ensures all training initiatives align with the company’s mission and strategic goals.

An effective Training and Development Manager is a strategic thinker with a passion for education and development, adept at assessing training needs and developing programs that meet organizational goals and compliance with industry standards.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Develop and implement training programs for staff, ensuring alignment with organizational objectives.
* Assess training needs through surveys, interviews, consultations with department heads, or HR data.
* Conduct training gap analyses to determine training needs.
* Design and update training materials, manuals, and course content based on current best practices and regulatory requirements.
* Coordinate and schedule training sessions, workshops, and seminars, both in-person and online.
* Monitor and evaluate the effectiveness of training programs and make adjustments to enhance future outcomes.
* Maintain records of training activities, participant progress, and program effectiveness.
* Collaborate with external training providers or certifying bodies as required.
* Stay informed about developments in training and development fields and incorporate relevant updates into programs.
* Provide coaching and support to enhance instructor or facilitator skills and effectiveness.
* Perform additional related duties as assigned.

**Qualifications**

* Bachelor's degree in Education, Human Resources, or a related field.
* Minimum of [X] years of experience in training and development, preferably within the [insert industry, e.g. healthcare] sectors.
* Strong working knowledge of adult learning principles and instructional design.
* Proficiency in using training software and e-learning platforms.

**Core Competencies**

* Exceptional communication and interpersonal skills.
* Ability to assess training needs and develop effective programs.
* Strong leadership and team management abilities.
* Detail-oriented with strong analytical and problem-solving skills.
* Commitment to continuous learning and professional development.
* Excellent organizational and project management skills.

**Working Conditions**

* Work schedule is [insert time and days, e.g., 9:00 AM to 5:00 PM Mondays through Fridays}
* May require working evenings or weekends to accommodate training schedules.
* Primarily office-based with occasional travel to training sites or off-site locations as needed.
* Exposure to diverse training environments, which may include indoor and outdoor settings.