

Training Specialist

SUMMARY:

Designs and develops training programs for employees of organization to ensure employees are trained in the skills and behaviors needed to perform the specific tasks required by the job.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Conducts training sessions covering specified areas such as with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, health and safety practices.
- Tests trainees to measure progress and to evaluate effectiveness of training.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)