

## **Training Co-ordinator - Job Standards**

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

### KNOWLEDGE OF WORK:

Understands the organization's mission statement, operating goals, and business plan  
Understands the meaning/goal of training -- "creating a change in behavior, on the job" -- and how to implement training programs and processes within the organization to achieve this goal  
Knows how to coordinate a training program: developing training goals, determining topics, securing the trainers to deliver the programs, designing evaluation forms, making the physical and logistical arrangements, managing the budgets, registration and so forth  
Knows how to work with department managers to ensure their training programs are appropriate to their needs, within budget, and delivered in an appropriate manner

### QUALITY OF WORK:

Ensures that every training program meets all the required tests -- theme, goal, behavioral objectives, methodology, testing/evaluation process, on-the-job application -- and can prepare a full analysis of the program after completion  
Develops an annual training program and plan, and maintains schedule as planned  
Maximizes the efficient use of time, resources, preparation of materials, scheduling of events, and minimum production down time

### QUANTITY OF WORK:

Maintains a complete calendar of events; knows how many training sessions are booked, potential and actual attendance, and other appropriate records  
Researches other organizations (vendors, trade associations, local) to determine what training tools and programs are available to meet the needs of the organization  
Presents new employee orientation training program every \_\_\_\_\_ (month, quarter, etc.)  
Maintains accurate training records and provides management with a monthly report on all training activities

### PLANNING AND ORGANIZATION:

Develops and maintains an annual training calendar; the content and schedule of which has been approved by supervisors  
Develops a training budget and manages programs to ensure budget parameters are met  
Develops a training checklist for every program. Reviews checklist in advance to ensure all logistical and other arrangements have been provided for, in advance