

## **Training Specialist - Job Standards**

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

### KNOWLEDGE OF WORK:

Understands the principles and practices of professional training: Developing behavioral objectives, designing lesson plans, defining delivery methodology, specifying level of content for various trainees, developing the evaluation process, and testing for retention in on-the-job experimentation. Knows that the real test of training is a "change in behavior, on-the-job" and knows how to test for behavioral change in various situations

Knows what a organization is, what its philosophy is, its mission, goals, and business plan. Can conduct training for new employee orientation

Knows many organization products and services and specializes in training in one or more of these products and/or services. Is seen as the expert in some, but not all programs/services

### QUALITY OF WORK:

Is the expert in a specified number of training programs. Knows all the methods, the terms and expressions, their meaning and application in real work situations, and can deliver training programs accordingly

Maximizes the effective use of time, presentations, preparation of training materials, and building relationships with trainees

Delivers training programs that cause a change in behavior, on the job.

### QUANTITY OF WORK:

Has a training plan and schedule, and delivers programs involving:

-- \_\_\_\_\_ hours of classroom time per \_\_\_\_\_

-- \_\_\_\_\_ trainees from \_\_\_\_\_ departments of the organization

Provides supervisor with a monthly report on training activities including all pertinent information requested by the supervisor

Researches new training methods, subject matter, and develops complete training programs to meet specific training needs

### FOLLOW UP AND CONTROL:

Follows up, with departmental supervisors, after each training program to ascertain

success of training program and share appropriate comments received from trainers during session

Prepares a monthly report of all training activities, training budget variances, and future events

Takes responsibility for ensuring that training events, participation, and schedules are maintained as planned