

## **Training Manager**

### **SUMMARY:**

Plans, coordinates, and directs personnel training and staff development programs for the organization.

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

- Formulates training policies, programs, and schedules, based on knowledge of identified training needs, company production processes, business systems, or changes in products, procedures, or services.
- Selects appropriate instructional procedures or methods such as individual training, group instruction, self study, lectures, demonstrations, simulation exercises, role play, and computer based training.
- Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials.
- Screens, tests, counsels, and recommends employees for participation in internal or external educational and training programs.

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