

## Smart Start Job Description Template

**Job Title:** Training Manager

**Location:** [Insert Location]

**Department:** [Insert Department]

**Reports To:** HR Manager / Learning and Development Director

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### Job Summary:

The Training Manager is responsible for the development, implementation, and management of training programs that support the company's workforce development goals. This role involves identifying training needs, designing learning initiatives, coordinating training sessions, and evaluating the effectiveness of training programs to ensure the continuous improvement of employee skills and performance.

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### Key Responsibilities:

- Assess training needs across the organisation through surveys, interviews, and performance evaluations.
  - Design and implement training programs to meet both company and employee development goals.
  - Develop training materials, presentations, and workshops in alignment with organisational objectives.
  - Coordinate and facilitate training sessions, both in-house and external, ensuring that all logistical arrangements are in place.
  - Ensure the proper use of training resources, including budget management and sourcing external training providers, if necessary.
  - Monitor and evaluate the effectiveness of training programs through assessments, feedback, and performance tracking.
  - Maintain accurate records of training activities, including attendance, costs, and learning outcomes.
  - Work closely with HR and department heads to support leadership development and succession planning initiatives.
  - Provide coaching and guidance to employees and managers on professional development opportunities.
  - Foster a culture of continuous learning and development within the organisation.
  - Stay current with industry trends and best practices in employee training and development.
  - Assist in the development and implementation of e-learning platforms and other digital learning tools.
  - Prepare reports and presentations for management on training progress and achievements.
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### Qualifications:

- **Experience:** At least 3-5 years of experience in a training or learning and development role, with experience in designing and delivering training programs.
- **Education:** Bachelor's degree in Human Resources, Education, Business Administration, or a related field (CIPD certification or training certifications are a plus).
- **Skills:**
  - Strong knowledge of training methods, including classroom training, e-learning, and on-the-job training.

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- Excellent communication and presentation skills.
- Strong organisational and time-management skills.
- Ability to assess training needs and tailor programs to meet specific goals.
- Proficiency in Learning Management Systems (LMS) and other digital training tools.
- Ability to evaluate training effectiveness and report findings.
- Strong interpersonal skills and the ability to build relationships with employees at all levels.
- Ability to work independently and manage multiple projects simultaneously.

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### Working Conditions:

- Office-based with occasional travel to training locations or external events.
- Flexible working hours may be required to accommodate training schedules.
- Some overtime may be needed during peak training periods or project deadlines.

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### Physical Requirements:

- Ability to sit and work at a desk for long periods.
  - Ability to deliver training sessions, which may include standing or presenting for extended periods.
  - Ability to lift materials or equipment related to training sessions.
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