Training and Development Specialists
13-1151.00

Description: Design or conduct work-related training and development programs to improve individual skills or organizational performance. May analyze organizational training needs or evaluate training effectiveness.

Other Resources:
ONET Link
MyNextMove Link

Sample of Reported Job Titles: Computer Training Specialist, Corporate Trainer, E-Learning Developer

Job Zone

Title: 4 - Considerable Preparation Needed

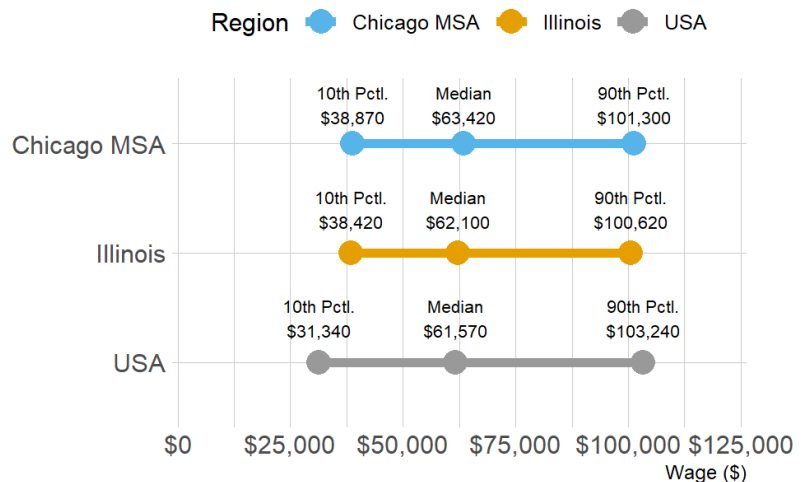**Education:** Require a four-year bachelor's degree.

Experience: A considerable amount of work-related skill, knowledge, or experience is needed.

Training: Several years of work-related experience, on-the-job training, and/or vocational training needed.

Core Certifications: Certified Professional in Online Job Search and Reputation Management, Certified Employment Interview Consultant, Construction Site Safety Orientation

Hot Technologies: Adobe Systems Adobe Acrobat, Adobe Systems Adobe After Effects, Adobe Systems Adobe Creative Cloud, Adobe Systems Adobe Illustrator

Region	Employment	Location Quotient	Median Wage
Chicago MSA	9,100	0.90	$63,420
Illinois	11,800	0.88	$62,100
USA	336,030	–	$61,570

Region ● Chicago MSA ● Illinois ● USA

Chicago MSA
- 10th Pctl. $38,870
- Median $63,420
- 90th Pctl. $101,300

Illinois
- 10th Pctl. $38,420
- Median $62,100
- 90th Pctl. $100,620

USA
- 10th Pctl. $31,340
- Median $61,570
- 90th Pctl. $103,240

Wage ($)

Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.	More than yearly	92
Design, plan, organize, or direct orientation and training programs for employees or customers.	More than monthly	92
Offer specific training programs to help workers maintain or improve job skills.	More than monthly	90
Present information with a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.	More than monthly	89
Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.	More than monthly	89

UIC **Nathalie P. Voorhees Center for Neighborhood and Community Improvement**