

## 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.

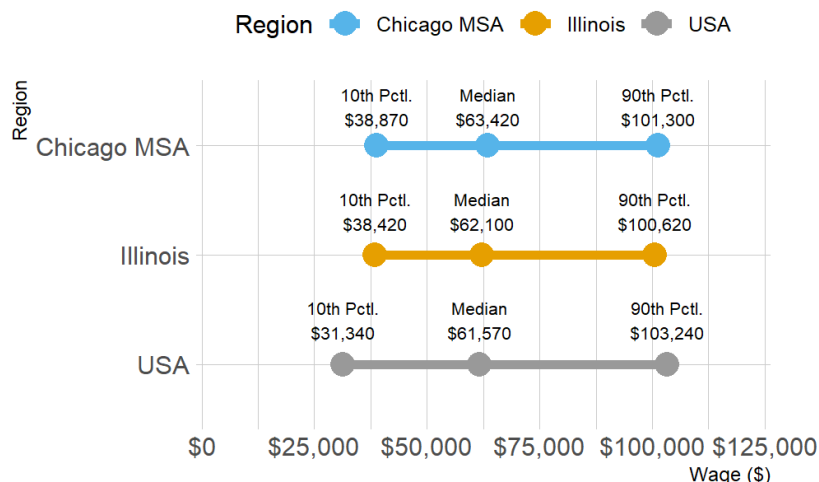
**Experience:** A considerable amount of work-related skill, knowledge, or experience is needed.

**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



### Top 5 Core Tasks According to Current Job Holders

**Importance**  
**Frequency (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