

Training Coordinator

SUMMARY:

Coordinates training program development, scheduling, and delivery.

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

- Confers with managers and supervisors to understand training needs, and to advise what training programs are available to meet needs, costs thereof, and possible application.
- Based on knowledge of identified training needs, coordinates the delivery of training programs. In some instances (i.e., new employee orientation) serves as instructor.
- Searches out appropriate instructional procedures or methods such as individual training, group instruction, self-study, lectures, demonstrations, simulation exercises, role play, and computer based training for supervisors to select from.
- Maintains records and prepares statistical reports to evaluate performance of instructors and monitor progress of trainees.

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