

Corporate	Employee Job Description
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1. Employee details:

First Name		Middle Initial		Last Name	
Hire Date		Department			
Location	110 Terry, 100 Campus, 38 Cabot	Job Title	Training Coordinator	FLSA Status:	Exempt
Role	N/A				
Sub role (If any)	N/A				

2. Role Purpose:

The Training Coordinator has familiarity with instructional methods, coaching and skill development. They use these skills to support the rest of the team and ensure all employees are working efficiently and to company standards. They are also expected to evaluate and document training activities in the company. This person is also responsible for ensuring that the company's employees receive the required training.

3. Key Duties & Responsibilities:

- Identify internal and external training programs to address competency gaps
- Partner with internal stakeholders regarding employee training needs
- Organize, develop or source training programs to meet specific training needs
- Liaise with subject matter experts regarding instructional design
- Develop training aids such as manuals and handbooks
- Map out training plans for individual employees
- Present training programs using recognized training techniques and tools
- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, on-the-job coaching
- Design and apply assessment tools to measure training effectiveness
- Track and report on training outcomes
- Provide feedback to program participants and management
- Maintain employee training records
- Assess training needs for new and existing employees

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- Gather and evaluate information from employees and management on previous training to identify weaknesses and areas that need additional training
- Create training schedules for all company departments, track and create reports on outcomes of all training and maintain training records for the company

4. Typical Supervisory Responsibility:

N/A

5. Education/Technical Competencies/ Certifications/ Licenses:

Technical competencies	<ul style="list-style-type: none"> • At least 1-3 years of relevant work experience • Previous experience working as a Training Coordinator role is required • Ability to communicate effectively with management and other departments • Proficient using Microsoft Suite • Ability to effectively organize and manage multiple training initiatives simultaneously • Instructional experience in a group business setting preferred • Strong understanding of business goals and standards for customer service • Experience providing full-scope training materials, from analyzing company needs to lesson planning, development and implementation
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	<ul style="list-style-type: none"> • Extensive knowledge of best practices in creating instructional materials • Experience creating yearly training plans and materials for all departments • Exceptional organization skills, leadership and interpersonal skills • Ability to work with a team and have attention to detail • Excellent time management skills, public speaking skills, problem-solving skills and both verbal and written communication skills
Education/Certifications/Licenses/Other	<ul style="list-style-type: none"> • BSBA degree in science or related field preferred

6. Physical Demand and Work Environment:

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A