

Talent development roles and responsibilities are often impacted by the size, structure, and tasks of an organization's learning function. This sample job description is designed as a starting place for you to then customize to reflect your organization's specific needs.

Training Delivery & Facilitation - People Leader

Job Description Summary

This position is responsible for leading a team of trainers, providing feedback and coaching, and overseeing the performance and development of the training team. The role involves setting team goals, managing training programs, allocating resources, and ensuring alignment with the organization's learning strategy. The ideal candidate will have strong leadership, coaching, and performance management skills to drive the success of the training team and ensure high-quality training delivery.

Essential Duties and Responsibilities

- Lead and develop a team of trainers, fostering a culture of continuous improvement.
- Provide feedback and coaching to team members to enhance their skills and performance.
- Set clear and achievable team goals aligned with organizational objectives.
- Manage team performance, conducting regular evaluations and addressing performance issues as needed.
- Oversee multiple training programs, ensuring they meet quality standards and deadlines.
- Allocate resources effectively to optimize team productivity and project success.
- Develop team skills through training, mentoring, and professional development opportunities.
- Conduct performance reviews and provide constructive feedback to team members.
- Align the training team with the organization's learning strategy and business goals.
- Ensure team compliance with organizational policies and best practices.
- Handle escalations and address issues promptly and effectively.
- Analyze data to evaluate the effectiveness of training programs and make necessary adjustments.
- Foster collaboration and communication within the team and with other departments.
- Implement best practices in training and facilitation.
- Ensure compliance with governance and ethical standards in all training activities.
- Stay updated on industry trends and advancements in training and facilitation methodologies.

Skills

- Strong leadership abilities to inspire and guide the training team.
- Effective coaching and mentoring skills to develop team members' capabilities.
- Proficiency in performance management techniques.
- Expertise in resource allocation to maximize team efficiency.
- Strategic alignment skills to ensure team goals align with organizational objectives.
- Compliance management skills to ensure adherence to policies and standards.
- Conflict resolution skills to handle team issues professionally.
- Strong team collaboration and communication skills.
- Decision-making abilities to drive project and team success.
- Excellent verbal and written communication skills.
- Deep understanding of learning theories and instructional design.
- Proficiency in facilitation and training techniques.
- Project management skills to oversee training programs and initiatives.

Qualifications to Consider

- ATD Master Trainer
- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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