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.

Learning Strategy - Individual Contributor

Job Description Summary

This position is responsible for conducting needs analysis, developing learning plans, and designing training programs to support organizational learning and development goals. The role involves collaborating with stakeholders, analyzing learning data, and implementing best practices. The ideal candidate will have strong skills in learning theories, program design, and data analysis to create effective learning strategies and ensure alignment with organizational objectives.

Essential Duties and Responsibilities

- Conduct needs analysis to identify learning and development requirements.
- Develop comprehensive learning plans that align with organizational goals.
- Design training programs that address identified needs and support strategic objectives.
- Collaborate with stakeholders to gather input and ensure alignment of learning initiatives.
- Analyze learning data to assess the effectiveness of training programs and make improvements.
- Implement best practices in learning and development to enhance program effectiveness.
- Create learning roadmaps to guide the development and implementation of training initiatives.
- Research industry trends to stay updated on the latest developments in learning and development.
- Write clear and measurable learning objectives for training programs.
- Ensure alignment of learning initiatives with organizational goals and strategies.
- Create evaluation metrics to measure the success of training programs.
- Report on learning outcomes and provide insights to stakeholders.
- Gather feedback from participants and stakeholders to inform continuous improvement.

Skills

- Proficiency in conducting needs analysis to identify learning requirements.
- Strong understanding of learning theories and principles.
- Experience in developing comprehensive learning plans.
- Expertise in designing effective training programs.
- Ability to collaborate with stakeholders and gather input.
- Strong data analysis skills to assess program effectiveness.
- Knowledge of best practices in learning and development.
- Ability to create detailed learning roadmaps.

- Strong research skills to stay updated on industry trends.
- Proficiency in writing clear and measurable learning objectives.
- Ability to create and implement evaluation metrics.
- Excellent communication and reporting skills.
- Ability to gather and implement feedback for continuous improvement.

Qualifications to Consider

- Associate Professional in Talent Development (APTD)
- Certified Professional in Talent Development (CPTD)

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