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 Coordination/Administration - Individual Contributor

Job Description Summary

This position is responsible for providing administrative support and coordination for training programs. The role involves scheduling training sessions, managing training calendars, coordinating logistics, handling participant registration, and preparing training materials. The ideal candidate will have strong organizational, communication, and system management skills to ensure the smooth operation of training activities.

Essential Duties and Responsibilities

- Schedule training sessions and manage training calendars.
- Coordinate logistics for training programs, including venue setup and materials.
- Handle participant registration and maintain accurate records.
- Prepare training materials and ensure they are available for sessions.
- Maintain training records and update training systems as needed.
- Assist trainers and facilitators with administrative tasks.
- Manage training supplies and ensure they are available when needed.
- Process training feedback and communicate with participants.
- Support the implementation of training programs and initiatives.
- Generate training reports and track program metrics.
- Handle administrative tasks related to training programs.
- Communicate effectively with participants, trainers, and stakeholders.
- Ensure accurate and timely record-keeping for all training activities.
- Provide system management support for training platforms and tools.
- Continuously seek to improve administrative processes and support functions.

Skills

- Strong scheduling and calendar management abilities.
- Expertise in logistics management for training programs.
- Proficiency in handling participant registration.
- Ability to prepare and organize training materials.
- Excellent record-keeping and data management skills.
- Effective administrative support capabilities.
- Strong communication skills for interacting with participants and trainers.

- System management proficiency for training platforms and tools.
- Ability to process feedback and implement improvements.
- Reporting skills to track and communicate training program metrics.

Qualifications to Consider

- Associate Professional in Talent Development (APTD)

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