

*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 - Project/Program Lead**

### **Job Description Summary**

This position is responsible for managing and overseeing training and facilitation programs within the organization. The role involves synthesizing individual contributor responsibilities, communicating about training initiatives, collaborating with SMEs, and building relationships with employees. The ideal candidate will evaluate training needs, develop learning strategies, manage training logistics, and support trainers to ensure effective program delivery.

### **Essential Duties and Responsibilities**

- Ensure high-quality training and facilitation.
- Communicate effectively about training programs and initiatives.
- Collaborate with SMEs to develop and refine training content.
- Build and maintain strong relationships with employees to understand their training needs.
- Analyze survey data to evaluate the effectiveness of training programs.
- Implement learner feedback to continuously improve training sessions.
- Evaluate employee training needs and develop appropriate learning strategies.
- Manage training programs and projects, ensuring they meet quality standards and deadlines.
- Create engaging training presentations and assessment tools.
- Perform needs analysis to identify and address training gaps.
- Manage logistics for training programs, including scheduling and resource allocation.
- Handle inquiries related to training programs and provide timely responses.
- Report on training program outcomes and effectiveness.
- Manage training materials and ensure they are up-to-date and accessible.
- Support trainers in the delivery of training sessions.

### **Skills**

- Proficiency in all individual contributor skills:
  - Facilitation skills
  - Presentation skills
  - Learner engagement
  - Adaptability
  - Problem-solving
  - Classroom management

- Feedback delivery
- Assessment techniques
- Understanding of learning theories
- Learning technology management
- Program coordination and management skills.
- Strong verbal and written communication abilities.
- Deep understanding of learning theories and instructional design.
- Expertise in logistics management to ensure smooth training operations.
- Quality assurance skills to maintain high standards in training delivery.
- Proficiency in handling inquiries and providing excellent customer service.
- Strong reporting skills to communicate program outcomes effectively.
- Knowledge of compliance and regulatory requirements in training.
- Ability to implement feedback to improve training programs.

#### **Qualifications to Consider**

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

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