*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 - Project/Program Lead

## Job Description Summary

This position is responsible for overseeing and managing the logistics, schedules, and coordination of training programs. The role involves handling training budgets, ensuring the quality of training programs, reporting on program outcomes, and managing training records. The ideal candidate will communicate effectively with stakeholders, handle inquiries, implement feedback, and support training initiatives to ensure smooth and effective training delivery.

## Essential Duties and Responsibilities

- Oversee training logistics to ensure smooth execution of training programs.
- Manage training schedules and coordinate program timelines.
- Coordinate the various aspects of training programs to ensure alignment and effectiveness.
- Handle training budgets and ensure financial resources are used efficiently.
- Ensure the quality of training programs through continuous monitoring and improvement.
- Report on the outcomes and effectiveness of training programs.
- Manage training records and ensure accurate and timely documentation.
- Communicate effectively with stakeholders regarding training programs and initiatives.
- Handle inquiries related to training programs and provide timely responses.
- Implement feedback from training participants to improve future programs.
- Monitor training attendance and ensure accurate tracking.
- Manage training supplies and resources to support training programs.
- Support various training initiatives to enhance program effectiveness.
- Facilitate trainer meetings to ensure alignment and collaboration among trainers.

## Skills

- Expertise in logistics management to ensure smooth training operations.
- Strong scheduling skills to manage and coordinate training timelines.
- Proficiency in program coordination to ensure alignment and effectiveness.
- Budget management skills to handle training finances efficiently.
- Quality assurance skills to maintain high standards in training delivery.
- Reporting skills to communicate program outcomes effectively.
- Excellent record-keeping and data management abilities.
- Effective stakeholder communication skills.
- Proficiency in handling inquiries and providing excellent customer service.
- Ability to implement feedback to improve training programs.

**Qualifications to Consider**

- Associate Professional in Talent Development (APTD)

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