

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 - Project/Program Lead

Job Description Summary

This position is responsible for overseeing learning strategy projects, developing and implementing learning strategies, and ensuring alignment with organizational goals. The role involves coordinating with stakeholders, managing resources, and ensuring compliance. The ideal candidate will have strong project management skills, excellent communication abilities, and a deep understanding of learning theories to support the successful implementation of learning strategies.

Essential Duties and Responsibilities

- Oversee learning strategy projects to ensure timely and effective execution.
- Communicate effectively about training initiatives and strategies.
- Analyze survey data to assess the effectiveness of training programs.
- Implement feedback from learners to continuously improve training programs.
- Evaluate employee training needs and develop appropriate learning strategies.
- Perform needs analysis to identify gaps and opportunities in training programs.
- Develop comprehensive training programs and materials.
- Coordinate with stakeholders to ensure alignment and gather input.
- Ensure compliance with organizational policies and best practices.
- Implement feedback to improve learning strategies and programs.
- Monitor the adoption of learning strategies and report on progress.
- Support the implementation of learning strategies across the organization.
- Facilitate meetings and discussions related to learning strategy projects.
- Allocate resources effectively to support learning initiatives.
- Maintain quality assurance in all learning strategy projects.

Skills

- Strong verbal and written communication skills.
- Proficiency in presentation and public speaking.
- Experience in training and teaching.
- Excellent project management skills.
- Ability to coordinate with stakeholders and gather input.
- Knowledge of quality assurance practices.
- Strong reporting skills to communicate progress and outcomes.

- Ability to facilitate meetings and discussions.
- Effective resource allocation skills.
- Knowledge of compliance and regulatory requirements in training.
- Ability to implement feedback for continuous improvement.
- Deep understanding of learning theories and their application in training programs.

Qualifications to Consider

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

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