

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 - Individual Contributor

Job Description Summary

This position is responsible for delivering educational content and facilitating learning experiences through various delivery methods, including live and online training sessions. The role involves creating training sessions, writing learning objectives, managing classroom dynamics, and adapting delivery styles to engage diverse audiences. The ideal candidate will have strong presentation and facilitation skills, along with the ability to gather and implement feedback from learners to continuously improve training effectiveness.

Essential Duties and Responsibilities

- Implement feedback from learners to improve training sessions.
- Create and deliver engaging training sessions.
- Write clear and measurable learning objectives.
- Facilitate live and online training sessions, adapting delivery styles as needed.
- Manage classroom dynamics to ensure a positive learning environment.
- Provide constructive feedback to participants to enhance their learning experience.
- Assess learner understanding and adjust training approaches accordingly.
- Create and utilize training aids to support instructional goals.
- Communicate effectively about training sessions and objectives.
- Coordinate and schedule training sessions, ensuring timely delivery.
- Write and develop comprehensive curriculum materials.
- Gather and analyze learner feedback to inform future training sessions.
- Analyze survey data to assess the effectiveness of training programs.
- Manage learning technologies to support training delivery.
- Stay updated on the latest trends and best practices in training and facilitation.
- Collaborate with other trainers and stakeholders to ensure consistency and quality in training delivery.

Skills

- Strong facilitation skills to engage and manage diverse audiences.
- Excellent presentation skills to deliver clear and compelling training sessions.
- Ability to engage learners and maintain their interest throughout the training.
- Adaptability to adjust delivery styles based on audience needs and feedback.
- Problem-solving skills to address challenges that arise during training sessions.

- Effective classroom management skills to create a conducive learning environment.
- Proficiency in delivering constructive feedback to participants.
- Knowledge of assessment techniques to evaluate learner understanding.
- Understanding of learning theories to inform training design and delivery.
- Competence in managing learning technologies to support training initiatives.

Qualifications to Consider

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

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