

Career & Leadership Development - Project/Program Lead

Job Description Summary

This position is responsible for overseeing the development and implementation of career and leadership development programs. The role involves coordinating with stakeholders, managing budgets, ensuring program milestones are met, and maintaining quality assurance. The ideal candidate will have strong program management skills, the ability to implement feedback, and ensure compliance to support the success of development initiatives.

Essential Duties and Responsibilities

- Oversee the development and implementation of career and leadership development programs.
- Coordinate with stakeholders to ensure alignment and gather input for program initiatives.
- Manage budgets to ensure financial resources are used effectively to support program goals.
- Ensure program milestones are met and monitor progress throughout the program lifecycle.
- Maintain quality assurance standards for all development programs.
- Report on the progress and outcomes of development initiatives to stakeholders.
- Facilitate program meetings to ensure alignment and effective communication.
- Allocate resources effectively to support program implementation.
- Ensure compliance with organizational policies and best practices in development programs.
- Implement feedback from participants and stakeholders to improve programs.
- Monitor the adoption and impact of development programs.
- Support the implementation of development programs across the organization.
- Handle inquiries related to development programs and provide timely responses.
- Manage documentation for all development programs to ensure accuracy and accessibility.

Skills

- Strong program management skills to oversee development initiatives.
- Ability to coordinate with stakeholders and gather input.
- Proficiency in budget management to ensure efficient use of financial resources.
- Knowledge of quality assurance practices to maintain high standards in development programs.
- Strong reporting skills to communicate progress and outcomes effectively.
- Ability to facilitate meetings and ensure effective communication.
- Effective resource allocation skills to support program goals.

- Knowledge of compliance and regulatory requirements in development programs.
- Ability to implement feedback for continuous improvement.
- Skills in monitoring program adoption and impact.

Qualifications to Consider

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

SAMPLE

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.