

This Training Coordinator job description template includes key Training Coordinator duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a Training Coordinator to lead our employee development initiatives through hosting creative [training](#) events and educational programs.

Responsibilities:

- Map out annual training plans for management, HR, customer support and more
- Design and develop training programs (outsourced and/or in-house)
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
- Market available training to employees and provide necessary information about sessions
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Use known education principles and stay up-to-date on new training methods and techniques
- Design, prepare and order educational aids and materials
- Assess instructional effectiveness and determine the impact of training on employee skills and KPIs
- Gather feedback from trainers and trainees after each educational session
- Partner with internal stakeholders and liaise with experts regarding instructional design
- Maintain updated curriculum database and training records
- Host train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and equipment
- Research and recommend new training methods, like gamification

Requirements:

- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Hands-on experience coordinating multiple training events in a corporate setting
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- Experience with e-learning platforms
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- BS degree in Education, Training, HR or related field