

CAREER PATHWAY: TRAINING AND DEVELOPMENT MANAGER



What do they do? Design and conduct training and development programs to improve individual and organizational performance. Plan, direct, or coordinate the training and development activities and staff of an organization.

People with these roles and responsibilities are also called:

Corporate Trainer, Computer Training Specialist, Job Training Specialist, Trainer, Management Development Specialist, Training Coordinator, Training Specialist, E-Learning Developer, Technical Trainer, Training and Development Coordinator, Education and Development Manager, Director of Staff Development, Training

Manager, Development Manager, Director of Education

Some typical job duties include:

- Monitor, evaluate, or record training activities or program effectiveness.
- Offer specific training programs to help workers maintain or improve job skills.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.
- Develop alternative training methods if expected improvements are not seen.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$55,060

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Speaking, Learning Strategies, Active Listening

Social Skills: Coordination, Instruction, Social Perceptiveness

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Quality Control Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Specialist (\$30,000–\$75,000)

Training and Development Specialist

REQUIRED FOR ENTRY:
Bachelor's Degree

Managerial (\$50,000–\$100,000)

Training and Development Manager

REQUIRED FOR ADVANCEMENT:
Post-Grad Degree, Multiple Years Related Work Experience, Professional Certification

Executive (\$100,000+)

Vice President, Human Resources

REQUIRED FOR ADVANCEMENT:
Post-Grad Degree, Many Years Related Work Experience

SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
Training and Development Certificate: (Offered by many community and four-year colleges)

Certified Professional in Learning and Performance: (ASTD Certification Institute)

CompTIA Certified Technical Trainer+: (CompTIA)