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.

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

OHIO JOB OUTLOOK
Annual projected job openings
1,010

AVERAGE: $55,060

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-graduate Degree, Multiple Years Related Work Experience, Professional Certification

Executive ($100,000+)
Vice President, Human Resources
REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Many Years Related Work Experience

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

Visit insurancecareers.org to learn about the many career opportunities available in the insurance industry!