

Employee Trainer Job Description

- Evaluating the outcome of training sessions
- Maintaining an up-to-date and accurate record of trainee progress and achievements
- Overseeing and monitoring training costs against budgets
- Ensuring that the organization's resources are efficiently utilized
- Communicating the correct information and handling any questions from trainees
- Laying good examples by demonstrating the skills that are being taught
- Critically examining the trainees' understanding and progress and making necessary adjustments to the program
- Scheduling training sessions to minimize disruption to normal working.