

HR Trainer Job Description

- Identifying, examining, and assessing the training needs within an organization
- Conduct training for employees for specific jobs
- Educating trainees on skills such as computer applications, phone systems, policies and procedures, product assembly, and inventory planning
- Holding meetings and presentations on learning materials when necessary
- Planning and designing training activities for new hires as well as veteran employees
- Assisting employees in the process of improving or enhancing their existing skills
- Planning and developing monitored simulations and problem-solving scenarios
- Ensuring that creative, interactive, multimedia presentations are created
- Holding workshops, seminars, and lectures
- Maintaining correct and accurate training records
- Collecting feedback from employees regarding the effectiveness of several training methods.