

IT Trainer Job Description

- Conduct training needs analysis and define the skill sets needed to accomplish different roles
- Conduct performance appraisal to establish the skills gap between current and desirable learner skill levels
- Present training to end-users
- Perform technology training sessions for IT department staff as required
- Revise training presentations and schedules for Site IT department training as needed
- Design training programs equip employees/end-users with the appropriate skills
- Develop a suitable mix of formal and informal development activities
- Responsible for the set-up of the learning environment and resources
- Deliver training program in group and or online (e.g. e-learning and webinar) settings.