

Learning and Development Manager Job Description

- Design, lead, and execute effective learning programs and talent development strategies across the company
- Pilot the development of management training programs for the organization's people managers
- Create a culture of continuous development and also monitor and evaluate the effectiveness of L&D programs
- Utilize available resources to organize, develop, and prioritize learning plans and curricula that align with organizational strategic priorities
- Provide regular reports to management on learning impact in the organization
- Responsible for managing the overall performance of new and ongoing development initiatives and training programs
- Manage skills training for individuals and groups to ensure all employees are keeping up to date with required skills
- Design and administer skills gap assessments with employees to create individualized training plans needed to strengthen their existing skills or learn new ones
- Maintain and improve employees' job skills to prepare them for greater responsibilities requiring advanced skills
- Build a training portal and learning management systems (LMS).