

Training Facilitator Job Description

- Conducting interviews with staff and managers to effectively assess training needs
- Overseeing the planning and designing of the curriculum
- Conducting in-house and offsite activities such as presentations, job simulations, and role-playing exercises
- Overseeing and managing employees and co-workers' subscriptions to conferences and e-learning exercises
- Communicating career-path opportunities with managers
- Assessing and measuring the results of training
- Frequently carrying out research and recommending necessary learning equipment, such as platforms and projectors
- Carrying out calculations and giving reports on training costs
- Ensuring that new employees undertake necessary and mandatory training on health and safety practices
- Monitoring, evaluating, and taking an accurate and adequate record of training activities and program effectiveness.