**Training Manager Job description**

**Job brief**

To manage, develop and deliver the full range of Training and Development products and services to meet market needs and achieve financial targets.

**Responsibilities**

o Establish a vision for the current and future development of the training and capacity building portfolio through proactive and innovative approaches including long-term projects for civil society at individual/organisational levels and relationship building.

o Development and implementation of a strategy, operational plans and budgets for training services in line with overall strategic framework.

o Support the development of thematic and/or regional training offer by working closely with other teams and staff to develop strategic relationships with relevant training service providers/other stakeholders and to identify and deliver innovative training services.

o Stay abreast of trends and good practices in training, e-learning, personal and professional development

o Identify and support the development of new training course subjects or services.

**Requirements**

High quality written and verbal communication skills, strong listening skills;

• Excellent interpersonal skills and a demonstrated ability to interact with all levels in the organization;

• Demonstrated success in implementing innovative training techniques and learning technologies, in multiple areas including managerial and leadership development areas;

• Experience in conducting organizational, program level, and individual needs analysis to identify learning and development needs; experience in running targeted development programs;

• Good knowledge of the training/learning related offerings available in the market, including relevant training organizations and service providers;

• Exposure to authoring tools, Learning Management Systems (LMS) and eLearning development systems, tools and resources.