

# CAREER PATHWAY: TRAINING AND DEVELOPMENT MANAGER



**What do they do?** Design and conduct training and development programs to improve individual and organizational performance. Plan, direct, or coordinate the training and development activities and staff of an organization.

**People with these roles and responsibilities are also called:**

Corporate Trainer, Computer Training Specialist, Job Training Specialist, Trainer, Management Development Specialist, Training Coordinator, Training Specialist, E-Learning Developer, Technical Trainer, Training and Development Coordinator, Education and Development Manager, Director of Staff Development, Training

Manager, Development Manager, Director of Education

**Some typical job duties include:**

- Monitor, evaluate, or record training activities or program effectiveness.
- Offer specific training programs to help workers maintain or improve job skills.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.
- Develop alternative training methods if expected improvements are not seen.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.



## HOW MUCH DO THESE JOBS PAY IN OHIO?

**AVERAGE:**  
**\$55,060**

## MOST IMPORTANT OCCUPATIONAL SKILLS

**Basic Skills:** Speaking, Learning Strategies, Active Listening

**Social Skills:** Coordination, Instruction, Social Perceptiveness

**Problem Solving Skills:** Complex Problem Solving

**Technical Skills:** Operations Analysis, Quality Control Analysis

**System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation

**Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

## CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Specialist (\$30,000–\$75,000)

**Training and Development Specialist**

**REQUIRED FOR ENTRY:**  
Bachelor's Degree

Managerial (\$50,000–\$100,000)

**Training and Development Manager**

**REQUIRED FOR ADVANCEMENT:**  
Post-graduate Degree, Multiple Years Related Work Experience, Professional Certification

Executive (\$100,000+)

**Vice President, Human Resources**

**REQUIRED FOR ADVANCEMENT:**  
Post-graduate Degree, Many Years Related Work Experience

**CERTIFICATIONS THAT CAN HELP YOU ADVANCE:**

**Training and Development Certificate**

*Offered by many community and four-year colleges*

**Certified Professional in Learning and Performance**

*ASTD Certification Institute*

**CompTIA Certified Technical Trainer+**

*CompTIA*