TRAINING AND DEVELOPMENT MANAGER

What do they do? Design and conduct training and development programs to improve individual and organization 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.

Michigan Job Outlook
"Faster than average" (+11.4%)

Projected % change in number of jobs by 2024

National Job Outlook through 2024: 11.4%

Most Important Occupational Skills

BASIC SKILLS
- Mathematics
- Critical Thinking
- Reading Comprehension

PROBLEM SOLVING SKILLS
- Complex Problem Solving
- Judgment/Decision Making

SOCIAL SKILLS
- Social Perceptiveness
- Coordination

SYSTEMS SKILLS
- Systems Analysis
- Systems Evaluation

TECHNICAL SKILLS
- Operations Analysis
- Programming

RESOURCE MANAGEMENT
- Mgmt of Financial Resources
- Time Management
- Mgmt of Personnel

Career Pathway and Educational Requirements

Specialist ($30,000-$75,000)  
Managerial ($50,000-$100,000)  
Executive ($100,000+)

Training & Development Specialist  
Training & Development Manager  
VP, Human Resources

REQUIRED FOR ENTRY
- Bachelor’s degree

REQUIRED FOR ADVANCEMENT
- Post-graduate degree
- Multiple years related work experience
- Many years related work experience

SOME 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, unavailable online)
- CompTIA Certified Technical Trainer+ (CompTIA, unavailable online)

How much do these jobs pay in 2020?

Average: $63,350 per year  
($30.46 per hour)