

# 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.

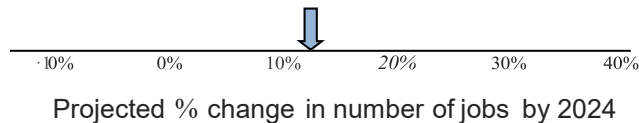
**People with these roles and responsibilities are also called:**

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%)



**National Job Outlook through 2024: 11.4%**

## Most Important Occupational Skills

**BASIC SKILLS**

Mathematics  
Critical Thinking  
Reading Comprehension

**PROBLEM SOLVING SKILLS**

Complex Problem Solving

**SYSTEMS SKILLS**

Judgment/Decision Making  
Systems Analysis  
Systems Evaluation

**SOCIAL SKILLS**

Social Perceptiveness  
Coordination

**TECHNICAL SKILLS**

Operations Analysis  
Programming

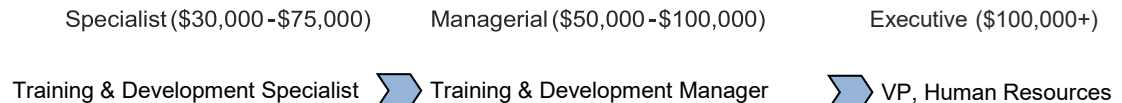
**RESOURCE MANAGEMENT**

Mgmt of Financial Resources  
Time Management  
Mgmt of Personnel

## How much did these jobs pay in 2016?

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

## Career Pathway and Educational Requirements



**REQUIRED FOR ENTRY**

Bachelor's degree

**REQUIRED FOR ADVANCEMENT**

Post-graduate degree  
Multiple years related work experience

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**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)