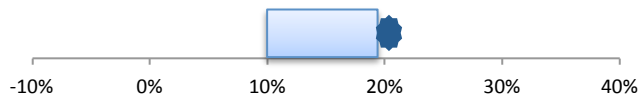


**What do they do?** Design and conduct training and development programs to improve individual and organizational performance. Plan, direct, or coordinate the training and development activities and staff of an organization.

**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.

## Ohio Job Outlook "Faster than average" (+20.8%)



Projected % change in number of jobs by 2020

Note: Blue band = Average growth (10% to 19%)

National Job Outlook through 2020: 26.6%

## Most Important Occupational Skills

### BASIC SKILLS

- Speaking
- Learning Strategies
- Active Listening

### SOCIAL SKILLS

- Instructing
- Coordination
- Social Perceptiveness

### PROBLEM SOLVING SKILLS

- Complex Problem Solving

### TECHNICAL SKILLS

- Operations Analysis
- Quality Control Analysis

### SYSTEMS SKILLS

- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation

### RESOURCE MANAGEMENT SKILLS

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

The most important skills required for performing this job well are underlined.

How much did these jobs pay in 2013?

Average: \$63,417 per year  
 (\$30.49 per hour)

## Career Pathway and Educational Requirements

Specialist (\$30,000 - \$75,000)

Managerial (\$50,000 - \$100,000)

Executive (\$100,000+)

Training & Development Specialist

Training & Development Manager

Vice President, Human Resources

### REQUIRED FOR ENTRY/ ADVANCEMENT

- Bachelor's degree

### REQUIRED FOR ADVANCEMENT

- Post-graduate degree
- Multiple years related work experience
- Professional certification

### REQUIRED FOR ADVANCEMENT

- Post-graduate degree
- 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)