



## Training and Development Managers


### Description

Plan, direct, or coordinate the training and development activities and staff of an organization.

### Education

The following is a breakdown of the top three degrees that people in this job possess (each educational level is described in the legend at the end of this document):

 63 % Bachelor's Degree

 21 % Master's Degree

 8 % Associate's Degree

In order to pursue this career, you will need to be educated in one of the following areas:

- Human Resources Management/Personnel Administration, General (CIP = 52.1001)
- Human Resources Development (CIP = 52.1005)

### Experience

The following is a breakdown of the level of related work experience that people in this job possess:


 29 % Over 4 years, up to and including 6 years


 29 % Over 2 years, up to and including 4 years

 21 % Over 6 years, up to and including 8 years

### On-site Training

The following is a breakdown of the length of on-site training that people in this job typically receive:


 33 % Over 1 month, up to and including 3 months


 21 % Anything beyond short demonstration, up to and including 1 month

 21 % Over 6 months, up to and including 1 year

### On-the-job Training

The following is a breakdown of the level of on-the-job training that people in this job received:

 29 % Over 1 month, up to and including 3 months

 21 % Over 6 months, up to and including 1 year

 21 % None



## Interests

The following is a list of the top three career interests (also known as Holland Codes) that people with this occupation possess, along with their level of importance to this career.

- Enterprising (Very high)
- Social (Very high)
- Conventional (High)

## Tasks

Here are the most common tasks and duties for which you would be responsible in this job:

- Prepare training budget for department or organization.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Conduct or arrange for ongoing technical training and personal development classes for staff members.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Review and evaluate training and apprenticeship programs for compliance with government standards.
- Train instructors and supervisors in techniques and skills for training and dealing with employees.
- Develop and organize training manuals, multimedia visual aids, and other educational materials.
- Develop testing and evaluation procedures.
- Coordinate established courses with technical and professional courses provided by community schools and designate training procedures.

## Abilities

To pursue this career, you will need to display the following capacities:

- Oral Expression
- Speech Clarity
- Written Expression
- Oral Comprehension
- Written Comprehension
- Deductive Reasoning
- Speech Recognition
- Fluency of Ideas
- Inductive Reasoning
- Originality
- Information Ordering
- Problem Sensitivity
- Near Vision
- Category Flexibility
- Far Vision
- Selective Attention
- Memorization
- Mathematical Reasoning
- Flexibility of Closure
- Visualization



## Knowledge

To pursue this career, it would be helpful to be well-versed in the following subject areas:

- Education and Training
- English Language
- Administration and Management
- Personnel and Human Resources
- Customer and Personal Service
- Psychology
- Communications and Media
- Sociology and Anthropology
- Sales and Marketing
- Computers and Electronics
- Mathematics
- Clerical
- Law and Government
- Economics and Accounting
- Public Safety and Security
- Telecommunications
- Therapy and Counseling
- Philosophy and Theology
- Production and Processing
- Foreign Language

## Skills

The following skills are considered essential to this job:

- Learning Strategies
- Speaking
- Instructing
- Active Listening
- Coordination
- Critical Thinking
- Management of Personnel Resource
- Monitoring
- Active Learning
- Reading Comprehension
- Social Perceptiveness
- Management of Financial Resource
- Time Management
- Complex Problem Solving
- Judgment and Decision Making
- Writing
- Persuasion
- Service Orientation
- Systems Analysis
- Systems Evaluation



## Activities

In this job, you will likely spend most of your time engaged in the following activities:

- Training and Teaching Others
- Communicating with Supervisors, Peers, or Subordinates
- Organizing, Planning, and Prioritizing Work
- Establishing and Maintaining Interpersonal Relationships
- Getting Information
- Making Decisions and Solving Problems
- Coaching and Developing Others
- Thinking Creatively
- Updating and Using Relevant Knowledge
- Guiding, Directing, and Motivating Subordinates
- Developing and Building Teams
- Communicating with Persons Outside Organization
- Interacting With Computers
- Scheduling Work and Activities
- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others
- Provide Consultation and Advice to Others
- Monitoring and Controlling Resources
- Monitor Processes, Materials, or Surroundings
- Judging the Qualities of Things, Services, or People

## Job Zone

All occupations are categorized into job zones, based on the level of preparation (experience, education, and training) that is required. There are five job zone categories, with job zone one indicating that little to no preparation is required, to job zone five, where extensive preparation is needed.

**This occupation is categorized as Job Zone Four: Considerable Preparation Needed**

Occupations in this job zone tend to require the following:

### Experience

A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

### Education

Most of these occupations require a four-year bachelor's degree, but some do not.

### Training

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

### Example

Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, sales managers, database administrators, teachers, chemists, environmental engineers, criminal investigators, and special agents.



## Legend:

### Educational Levels

1. **Less than High School:** No schooling or just grade school or some high school courses.
2. **High School Diploma:** Or GED or High School Equivalence Certificate.
3. **Post-Secondary Certificate:** Awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades).
4. **Some College Courses:** Can consist of college preparatory courses or regular courses taken while attending college, but credits attained are not sufficient to get a degree.
5. **Associate's Degree:** An undergraduate degree awarded by a junior, community technical or bachelor's degree-granting college/university. Requires a completion of a two-year course of study.
6. **Bachelor's Degree:** An academic degree awarded for an undergraduate major or course. Requires a completion of a four-year course of study.
7. **Post-Baccalaureate Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
8. **Master's Degree:** An academic degree awarded to people who, in addition to achieving a bachelor's, have taken additional courses or completed a research study in a specific field or subject area. Requires an additional one to three years of study.
9. **Post-Master's Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.
10. **First Professional Degree:** Awarded for completion of a program that: requires at least 2 years of college work before entrance into the program, includes a total of at least 6 academic years of work to complete, and provides all remaining academic requirements to begin practice in a profession.
11. **Doctoral Degree:** An academic or professional degree awarded for the completion of advanced graduate study beyond a Master's degree. Requires an additional two to four years of study.
12. **Postdoctoral Training:** Consists of advanced academic research completed after doctoral studies. Generally done within five years of the completion of a Doctoral Degree in order to deepen a person's knowledge of a particular subject, hone skills, and publish academic papers.