

Job title

Training and Development Specialist

General overview

Training and Development Specialists are employees of a company or hired consultants who design, create, and administer training programs to employees (Bureau of Labour Statistics, 2014). They work in a wide variety of industries and spend much of their time working with people in their respective areas. Training and Development Specialists will often work with employees to enhance their knowledge of the workplace and improve general and specific job skills (Training and Development specialist, n.d., para 1). These specialists are important to companies because they work with senior management and supervisors to create programs that benefit employee and organizational performance.

Job duties and responsibilities

A Training and Development Specialist is responsible for designing communication plans, implementing training projects, creating and distributing course material to employees, evaluating training outcomes and creating summary reports and meeting with clients and upper management to assess their needs in the organization (Training and Development Professional, n.d., para 2). A Training and Development Specialist will frequently use surveys, questionnaires and electronic Learning Management Software to administer training programs. They must also report on their training progress to ensure that the organization's goals are being met (Training and development specialist, n.d., para 1). Training and Development specialists may use a variety of methods to train employees such as role-playing, on-the-job training, tutoring, and online training (The most effective training techniques, n.d.). It is the responsibility of the specialist to tailor the program to the company and to the employee.

Typical workday

A typical workday for this profession depends on the industry or organization in which the specialist finds him or herself. The specialist tends to work during the regular business hours of the business (Training and Development Professional, n.d., para 3). The specialist may also be required to travel to administer training to various branches of the organization. Some businesses may also require the specialist to train employees on weekends or holidays to accommodate employees' needs.

A Training and Development Specialist who is a consultant may have any type of business as a client, whether it be small businesses or large corporations. However the specialist who works within a company will therefore work for senior management (Training and Development Professional, n.d., para 3). Training and Development specialists will train their employees online at one point or another and so must learn to use electronic Learning Management Software (eLMS) (Training and development specialist, n.d., para 2). An example of eLMS is Qarbon, which is used by Training specialists to create online training programs that can be interactive, cost effective and easy to administer (Training and Education, n.d.). The Training and Development Specialist is also required to use e-mail programs, spreadsheets and typical word processing software (Training and development specialist, n.d., para 2).

Educational requirements and other qualifications

Training and development specialists require a bachelor's degree in a related field, for example Human Resources or Psychology, as well as multiple years of relevant job experience such as in Human Resources or Training and Development to work in an organization (Training and development specialist, n.d., para 9). Furthermore, certification as a Certified Training and Development Professional (CTDP) with the Canadian Society for Training and Development (CSTD) may assist in procuring employment. The CTSD (n.d) states that 12 years experience, professional references and contributions to the field are needed to become a CTDP.

Related skills, interests, and abilities

Training and Development Specialists often spend a considerable amount of time creating training programs and writing reports, it is thus very important for them to have excellent verbal and written skills (Training and development specialist, n.d., para 5) They must also be adept at oral communication, as they must effectively convey their ideas to those that they are training and those that they are reporting to. The specialist must also be attuned to the unspoken signals and cues exhibited by trainees. They must be able to quickly assess the best way to suit the skill levels of employees while keeping upper management satisfied with the pace and progress of the training programs. The specialists must be able to think critically about the type of training that would be most effective and must be willing to stay abreast of changes within the field (Training and development specialist, n.d., para 5)

Training and Development Specialists must also exhibit the soft skills needed to effectively manage and influence people. They must be respectful, flexible and understanding. They must also be well-organized and innovative and able to work independently. They must also be able to work with people, for people and without people when required (Training and Development specialists, n.d., para 1).

Relevance of Psychology undergraduate degree

A degree in Psychology could prove to be useful for the budding Training and Development Specialist. The job requires that the specialist constantly work with, assess and communicate with people in varying ways. By taking courses in Social and Personality Psychology, the dynamics of social behaviour and individual differences in learning styles may become apparent (Training and Development Specialists, n.d. para 3). Additionally, taking a course in Group Processes may aid in the understanding of teamwork and group behaviour. Courses that relate to statistical methods and research methods can make tracking down resources easier and can aid in creating statistically sound graphs for presentations (Training and Development Specialists, n.d. para 3) . Taking a course in Industrial Organizational Psychology may also be of relevance as it can enhance understanding about the Psychology of the workplace (Society for Industrial and Organizational Psychology, n.d.).

Salary potential

The starting salary for a Training and Development specialist is \$53,000 a year, though experienced specialists receive salaries closer to \$86,000 (Canada Salary Calculator, n.d.). The median salary across Canada for the national occupation classification (NOC) of the training and development specialist is \$32.31/hour (Explore Careers Wage Report, 2014); however, it should be noted that this average reflects all human resource managers and not solely training and development specialists. The variety of earnings for training and development specialists can be

attributed to the range of experience in the occupation (0-20 years) and the specific skills the specialist can offer, for example, the ability to generate new training programs (Training and Development Specialist Salary, 2014).

Job outlook

In Canada, Training and Development Specialists are currently grouped with the Human Resources sector, which is expected to grow by 2.2% over the next three years in Ontario and by 3.8% in Ottawa (Occupation Report Human Resources Professionals, 2014). The profession is expected to grow because of the large number of jobs that are available in the Public Sector, which is the largest employer of those in Human Resources (Explore Careers-Outlook Report, 2014).

To apply

Opportunities to become a training and development specialist are posted regularly on job posting websites such as ca.indeed.com. To apply to become a training and development specialist, one can respond to the job posting, with applications typically requiring only a resume and cover letter.

To know more

For further information please see:
<http://www.myplan.com/careers/training-and-development-specialists/articles-13-1151.00.html?art=2&sid=98549969875c5838c4988c79bac1f079>

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