

Job Description

Training Coordination Officer

Goals

The Training Coordination Officer is responsible for managing and coordinating training programs within an organization. This role involves collaborating with various stakeholders to design, develop, implement, and evaluate training initiatives. The Training Coordination Officer ensures that training programs align with organizational objectives, comply with industry standards, and effectively address the needs of employees or participants.

Responsibilities

Responsibility 1: Logistics Management

- Organize and coordinate events, training sessions, workshops, seminars, or other learning activities.
- Manage logistical aspects such as scheduling, venue selection, equipment setup, and participant registration.
- Coordinate the production and distribution of training materials in various formats.
- Ensure smooth execution of training events by providing necessary materials, resources, and technical support.
- Manage and maintain in-house training facilities and equipment.

Responsibility 2: Training Delivery and Facilitation

- Assist in delivering training programs or workshops as needed.
- Support trainers or subject matter experts in delivering engaging and effective learning experiences.
- Facilitate discussions, activities, or exercises to enhance participant understanding and application of training content.
- Be familiar with the instructors, equipment, and educational material requirements.
- Ensure operational management of the Aviato Academy learning platform: user management, 1st line support.

Responsibility 3: Training Program Administration

- Maintain accurate records of training activities, attendance, evaluation forms and participant progress.
- Manage training databases or learning management systems (LMS) to track training completion and certifications.
- Coordinate training-related administrative tasks, including budgeting, expense tracking, and vendor management.
- Ensure completion of all training administration activities associated with training delivery; provide training reports to leaders, as needed.

Responsibility 4: Communication

- Collaborate and communicate effectively with internal and external stakeholders, including managers, employees, trainers, vendors, and subject matter experts.
- Provide timely and clear information regarding training schedules, updates, and logistics.
- Address inquiries, concerns, or feedback related to training programs.
- Build contact with participants; Track participant success and progress and inform the employer.

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- Gather feedback from trainers and trainees after each educational session.

Responsibility 5: Office management

- Maintain updated curriculum database and training records.
- Establish certificates.
- Maintain an accurate database of customers/suppliers including contact details.
- Work on the expansion of the optimal operational functioning of Aviato Academy.

Education and/or work experience requirements:

- Bachelor's degree in Human Resources, Training and Development, Education, or a related field. Relevant certifications or additional training in instructional design or adult learning are a plus.
- Proven experience in coordinating and administering training programs, preferably in a corporate or organizational setting.
- Strong project management skills with the ability to handle multiple tasks and meet deadlines.
- Excellent organizational and coordination abilities, with attention to detail.
- Effective communication and interpersonal skills to collaborate with diverse stakeholders.
- Proficiency in learning management systems (LMS), multimedia tools, and Microsoft Office Suite.
- Knowledge of instructional design principles, adult learning theories, and training evaluation methods.
- Familiarity with industry-specific compliance requirements and regulations related to training.
- Problem-solving skills to identify training gaps and propose effective solutions.
- Flexibility and adaptability to accommodate changing training needs and priorities.
- Team player, and socially skilled.
- Good organizational talent with a hands-on approach.
- Comfortable with change and complexity, and working in a start-up environment.
- Good experience with MS Office tools and Google applications.
- A good knowledge of Dutch, French, and English.

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- **Report to:** Senior Training Coordinator
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Reviewed by: Isabelle Borli	Function: General Manager
Date: 12/2023	
Approval Employee	Approval Employer