

Training and Development Managers

SOC: 11-3131 • Career Profile Report

■ Key Facts

\$127,090

Median Salary

46,400

Employment

+6.0%

Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

9.3/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Business skills, Collaboration skills, Communication skills, Critical-thinking skills, Decision-making skills, Collaboration skills, Instructional skills, Leadership skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Training and Development Managers typically perform the following tasks:

- Analyze training needs to develop new training programs or modify and improve existing programs.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- 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.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- 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.
- Prepare training budget for department or organization.
- Develop testing and evaluation procedures.
- Conduct or arrange for ongoing technical training and personal development classes for staff members.
- Review and evaluate training and apprenticeship programs for compliance with government standards.
- Coordinate established courses with technical and professional courses provided by community schools, and designate training procedures.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/management/training-and-development-managers.htm>