

# Training and Development Specialists

SOC: 13-1151 • Career Profile Report

## ■ Key Facts

<b>\$65,850</b> Median Salary	<b>452,300</b> Employment	<b>+11.0%</b> Growth Rate
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## ■ Requirements & Salary Range

Education: Bachelor's degree

## ■ Automation Risk Assessment

**Medium Risk** - 38.0% probability of being automated in the next 10-20 years.  
This job has some routine elements but still requires human judgment and interaction.

## ■ Work-Life Balance

**8.6/10** - Excellent work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

## ■ Top Skills Required

Analytical skills, Collaboration skills, Communication skills, Creativity, Instructional skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Training and Development Specialists typically perform the following tasks:

- Present information with a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.
- Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
- Evaluate modes of training delivery, such as in-person or virtual, to optimize training effectiveness, training costs, or environmental impacts.
- 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.
- Monitor, evaluate, or record training activities or program effectiveness.
- Design, plan, organize, or direct orientation and training programs for employees or customers.
- Develop alternative training methods if expected improvements are not seen.
- Evaluate training materials prepared by instructors, such as outlines, text, or handouts.
- Monitor training costs and prepare budget reports to justify expenditures.
- Devise programs to develop executive potential among employees in lower-level positions.
- Keep up with developments in area of expertise by reading current journals, books, or magazine articles.
- Attend meetings or seminars to obtain information for use in training programs or to inform management of training program status.
- Coordinate recruitment and placement of training program participants.
- Select and assign instructors to conduct training.
- Negotiate contracts with clients for desired training outcomes, fees, or expenses.
- Supervise, evaluate, or refer instructors to skill development classes.
- Schedule classes based on availability of classrooms, equipment, or instructors.
- Refer trainees to employer relations representatives, to locations offering job placement assistance, or to appropriate social services agencies, if warranted.
- Develop or implement training programs related to efficiency, recycling, or other issues with environmental impacts.

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Source: <https://www.bls.gov/ooh/business-and-financial/training-and-development-specialists.htm>