

Job title: Training Supervisor
Department: Administration Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment Status:
Written by:

SUMMARY JOB DESCRIPTION

<i>Ensures that the employees are adequately trained to perform their tasks. Plans, coordinates and runs the training programs for dealership personnel.</i>

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Manages the design and implementation of all internal dealership training.
- Keeps up-to-date on outside training resources for dealership personnel and arranges training, as necessary.
- Meets with the managers and supervisors to determine training needs, prepare the overall annual training plan, plan the training schedule and follow up.
- Compiles the training data and analyzes training needs for the previous year and the current year in order to prepare the budgets and justify requests for funds.
- Plans and organizes training committee meetings and writes reports on the proceedings.
- Designs specific training plans, policies, programs and schedules, based on his/her knowledge of the needs and procedures of each department, of the administrative systems or of any changes in the products, methods or services.
- Organizes and designs training manuals, a reference library, examination and evaluation procedures and other educational materials.
- Runs new employee orientations, occupational health and safety training sessions and other training required by federal or provincial regulations or municipal bylaws.
- Updates the training files and documents them, to meet the requirements of The Act to Foster the Development of Manpower Training (Bill 90) and other effective regulatory requirements.
- Trains internal personnel on effective on-the-job training techniques and performance evaluation.
- Coordinates the training courses provided by the manufacturers and other outside training agencies.
- Keeps up-to-date on new training trends, methods and techniques.

- Keeps up-to-date on effective legislation and bylaws, notifies management and conveys the relevant information to the employees and managers.
- Maintains a professional appearance.
- Takes part in management meetings, if invited.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.:</i> In this publication, the use of the masculine to refer to people does not imply any discrimination.</p>
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