
Competency Profile of TRAINING ADMINISTRATOR

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TRAINING ADMINISTRATOR

... provides quality training consistent with organizational mission by directing training development, supervising staff, managing fiscal resources, performing administrative functions, managing human resources, and enhancing professional competence.

Duties



A	Perform Administrative Functions	⇒	A-1 Compile and submit reports	A-2 Formulate policy and procedures	A-3 Formulate job descriptions	A-4 Develop political support	A-5 Direct risk management programs						
			B	Supervise Staff	⇒	B-1 Direct staff development	B-2 Oversee employee performance	B-3 Ensure staff coverage	B-4 Direct work assignments	B-5 Procure work resources			
						C	Direct Training Development	⇒	C-1 Plan long range goals	C-2 Conduct job analyse	C-3 Identify training needs	C-4 Research training topics	C-5 Review training requirements
									(continued)	C-13 Conduct staff training	C-14 Review program quality	C-15 Network with training professionals	
						D	Manage Fiscal Resources	⇒	D-1 Develop annual budget	D-2 Prepare capital improvement budget	D-3 Generate revenue	D-4 Project spending patterns	D-5 Monitor budget expenditures
E	Manage Human Resources	⇒	E-1 Manage benefits system	E-2 Conduct staff hiring	E-3 Monitor governmental compliance				E-4 Negotiate and administer contracts				
			F	Enhance Professional Competence	⇒	F-1 Attend training	F-2 Further formal education	F-3 Join professional organizations	F-4 Network with peers	F-5 Read professional			

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Tasks ➔

A-6 Oversee information systems	A-7 Research new technology	A-8 Serve on committees				
B-6 Communicate with employees	B-7 Address employee issues	B-8 Conduct performance evaluations	B-9 Provide technical instruction	B-10 Investigate employee incidents	B-11 Ensure policy/procedure compliance	B-12 Validate time sheets
C-6 Ensure certification requirements are met	C-7 Identify training resources	C-8 Develop action plans	C-9 Approve training agendas	C-10 Secure training site	C-11 Select trainers	C-12 Review training calendars
D-6 Monitor payroll	D-7 Prepare budget amendments	D-8 Approve training contracts	D-9 Ensure financial integrity			
F-6 Write professional articles	F-7 Participate in community activities					

Traits & Attributes

Tact

Approachable
Integrity
Model professional behavior
Compassion
Empathy
Patience
Sense of humor
Creative
Ethical
Flexible

Knowledge & Skills

Knowledge of:

Legal mandates
Training
Systems
Mission and goals
Psychological (human behavior)
Budgeting
Computers and applications
Business administration
Labor relations
Contracts
Personnel law

Skills in:

Diplomacy
Leadership
Time management
Problem solving
Communication, oral & written
Write
Research
Organizational skills
Decision making
Consistency
Firm and fair
Math
Computers
Using Interpersonal
Communications
Public speaking
Networking
Counseling
Mediation

TRAINING ADMINISTRATOR

Panel Members

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Chief

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