

Who's in Charge?

Training programs often *flounder* is because no one person is responsible and accountable. Even if management is committed to training, without a champion to lead the charge it is easy for initiatives to dwindle and die.

To guarantee success, **assign responsibility** to a **Training Coordinator** tasked with keeping the process on track. Often the logical training coordinator is the person who manages other human resource functions for your company.

Training Coordinator responsibilities should include:

- **Managing the development and implementation of the training plan.**
- **Compiling input on training needs and priorities.**
- **Evaluating potential training vendors and tools.**
- **Working with in-house experts to develop training programs.**
- **Measuring training effectiveness and return on investment.**
- **Working with supervisors and managers to determine how to reinforce training objectives.**
- **Monitoring individual progress and performance.**
- **Promoting training successes throughout the company.**
- **Defining a formal training policy and communicating it to all employees.**
- **Working with management to create a learning culture.**

The training coordinator should be included in business planning meetings and allocated necessary resources to do the job.