

SOP: Trainer Roles and Responsibilities

This SOP defines the **trainer roles and responsibilities**, focusing on the preparation, delivery, and evaluation of training programs. It includes guidelines for creating training materials, conducting sessions effectively, assessing trainee progress, providing constructive feedback, and ensuring continuous professional development. The purpose is to ensure trainers facilitate learning effectively, maintain training quality, and support organizational goals through skilled workforce development.

1. Purpose

To outline the standardized roles and responsibilities of trainers to ensure effective training delivery and alignment with organizational objectives.

2. Scope

This SOP applies to all employees assigned as trainers for internal or external training sessions.

3. Roles and Responsibilities

- **Preparation**
 - Identify training needs by liaising with relevant departments and stakeholders.
 - Design and develop up-to-date training materials and resources.
 - Create lesson plans, agendas, and supporting documents.
 - Arrange classroom, technology, and equipment requirements in advance.
- **Training Delivery**
 - Conduct training sessions as per the planned schedule.
 - Use effective communication and instructional methods suitable for the audience.
 - Facilitate discussions and practical exercises to enhance learning retention.
 - Manage group dynamics and encourage participation.
- **Assessment and Evaluation**
 - Monitor trainee attendance and participation.
 - Assess trainee understanding through tests, quizzes, or practical assessments.
 - Gather feedback from participants and adjust methods if necessary.
 - Maintain accurate records of training activities and outcomes.
- **Feedback and Support**
 - Provide constructive feedback to trainees on performance and progress.
 - Offer additional support or resources when required.
 - Address trainee questions and resolve concerns promptly.
- **Continuous Professional Development**
 - Stay updated with latest training methodologies and industry best practices.
 - Attend train-the-trainer programs and relevant workshops/seminars.
 - Solicit feedback for self-improvement and skill enhancement.

4. Documentation and Reporting

- Maintain and update all training records, attendance sheets, and evaluation forms.
- Submit training reports to relevant supervisors or HR as per the set schedule.
- Document any issues, incidents, or suggestions for improvement.

5. Review and Update

This SOP is to be reviewed annually or as needed to ensure its relevance and effectiveness.