

TRAINING COORDINATOR

Training coordinators develop and conduct training for various kinds of workers in a mine site.

Job Description

- Supervise and support trainers and liaise with subject matter experts to ensure quality delivery and outcomes
- Conduct needs assessments for the organization, and identify skills and knowledge gaps
- Organize training delivery and manage training equipment
- Manage costs, training records, evaluation, reporting and follow-up
- Analyze existing training plans
- Provide feedback to participants and mine management
- Procure training programs from outside providers
- Manage and organize apprenticeship programs
- Design and develop new training programs
- Conduct ongoing training, assessment and certification of equipment, operation, and maintenance

Compensation

\$65,596 \$81,981

(Source: Canadian Mine Salaries, Wages & Benefits: 2018 Survey Results InfoMine USA, 2018).

Why are People Attracted to this Career?

Training Coordinators love creative opportunities to learn and coach others. With a large workforce to train in a vast array of roles, every day is full of rewarding work, and they are well compensated for their efforts.

What is it Like to Work as a Training Coordinator in Mining?

Note: conditions vary according to employer and region.

Training Coordinators work closely with mine management to ensure training programs align with the needs of the organization and comply with legal requirements. When developing training programs, they collaborate with subject matter experts in all areas of mine operations. They mostly work in an office but also spend some time on-site.

Success Profile

- ☒ Develops knowledge, skills and abilities in others
- ☒ Identifies training requirements and needs
- ☒ Influences workers at all levels
- ☒ Enjoys coaching and mentoring others
- ☒ Knowledge of mine operations and mining equipment
- ☒ Resourceful
- ☒ Strong communication and interpersonal skills (verbal and written)
- ☒ Strong management skills
- ☒ Strong multi-tasking and time management skills

Job Entry Requirements

Note: The requirements listed below illustrate what it takes to start the career and do not take into account on-the-job training given to new employees.

Fixed Requirements

- Five to eight years of experience developing and delivering instruction or training programs
- Must be able to pass a medical test
- Must be able to pass a drug test
- Willingness to work in a diverse environment
- Proficiency in language of operation

May be Required

- Work experience in the mining sector

Assets

- Post-secondary diploma or degree in a related field (e.g. training, adult education, instructional design and development, human resources management or communication)
- Willingness to relocate
- Other languages