

# OCCUPATIONAL OUTLOOK HANDBOOK

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## Training and Development Managers

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### Summary



#### [Job Outlook](#)

Employment of training and development managers is projected to grow 7 percent from 2023 to 2033, faster than the average for all occupations.

About 3,600 openings for training and development managers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

#### [State & Area Data](#)

Explore resources for employment and wages by state and area for training and development managers.

#### [Similar Occupations](#)

Compare the job duties, education, job growth, and pay of training and development managers with similar occupations.

#### [More Information, Including Links to O\\*NET](#)

Learn more about training and development managers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## What Training and Development Managers Do



Training and development managers teach training methods to specialists.

Training and development managers plan, coordinate, and direct skills- and knowledge-enhancement programs for an organization's staff.

### Duties

Training and development managers typically do the following:

- Oversee training and development staff
- Assess employees' needs for training
- Align training with the organization's goals
- Create and manage training budgets
- Develop and implement training programs
- Review and select training materials from a variety of vendors
- Update training programs to ensure that they are relevant
- Teach training methods and skills to instructors and supervisors
- Evaluate the effectiveness of training programs and instructors

Training and development managers oversee training programs, staff, and budgets. They are responsible for creating or selecting course content and materials for training programs. Training may be in the form of a video, self-guided instructional manual, or online application and delivered in person or through a computer or other hand-held electronic device. Training also may be collaborative, with employees informally connecting with experts, mentors, and colleagues, often through social media or other online medium. Managers must ensure that training methods, content, software, systems, and equipment are appropriate.

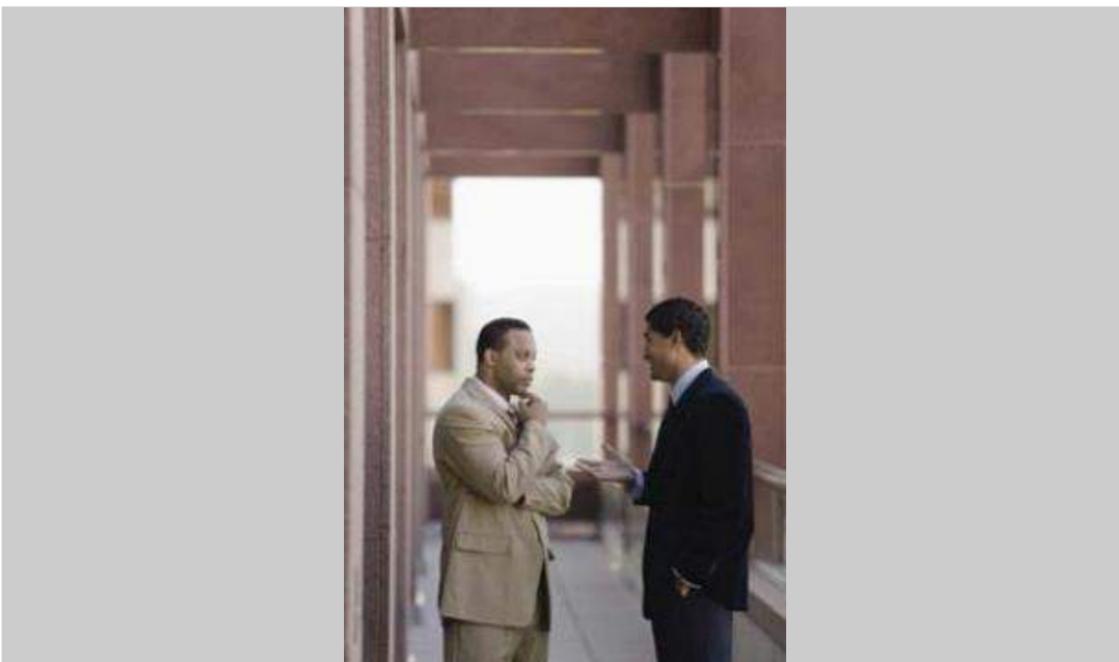
Training and development managers typically supervise a staff of [training and development specialists](#), such as instructional designers, program developers, and instructors. Managers teach training methods to specialists who, in turn, instruct the organization's employees—both new and experienced. Managers direct the daily activities of specialists and evaluate their effectiveness. Although training and development managers primarily oversee specialists and program operations, some also conduct training courses.

Training and development managers often confer with managers of other departments to identify training needs. They may work with [top executives](#) and [financial managers](#) to identify and match training priorities with overall business goals. They may also prepare training budgets and ensure that expenses stay within budget.

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## Work Environment



Training and development managers may meet with training vendors to choose training materials.

Training and development managers held about 43,200 jobs in 2023. The largest employers of training and development managers were as follows:

Management of companies and enterprises	13%
Professional, scientific, and technical services	12

Educational services; state, local, and private	11
Healthcare and social assistance	9
Finance and insurance	9

Training and development managers typically work in offices. Some travel between a main office and regional offices or training facilities. They spend much of their time working with people and overseeing training activities.

## Work Schedules

Most training and development managers work full time during regular business hours. Some work more than 40 hours per week.

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# How to Become a Training and Development Manager



Most candidates need a combination of education and related work experience to become a training and development manager.

Candidates typically need a combination of education and related work experience to become a training and development manager. Although many positions require a bachelor's degree, some jobs require a master's degree.

## Education

Many positions require training and development managers to have a bachelor's degree, but some jobs require a master's degree. Although training and development managers come from a variety of educational backgrounds, these workers commonly have a bachelor's [degree](#) in [business](#), [communications](#), [social science](#), or a related field.

Some employers prefer or require training and development managers to have a master's degree with a concentration in training and development, human resources management, organizational development, or business administration (MBA).

Training and development managers may also benefit from studying instructional design, behavioral psychology, or educational psychology.

## Work Experience in a Related Occupation

Related work experience is essential for training and development managers. Many positions require work experience in management, teaching, or training and development or another human resources field. For example, some training and development managers start out as [training and development specialists](#). Some employers also prefer experience in the industry in which the company operates.

## Licenses, Certifications, and Registrations

Although it is not required for training and development managers, certification may show professional expertise. Some employers prefer to hire candidates who have certification, and some positions require it.

Many professional associations for human resources professionals offer classes to enhance the skills of their members. Some associations, including the [Association for Talent Development](#) and the [International Society for Performance Improvement](#), specialize in training and development and offer certification programs. The [Society for Human Resource Management](#) offers general human resources certification.

## Important Qualities

**Business skills.** Training and development managers must understand business operations in order to match training with business goals. They also need to be able to plan and adhere to budgets.

**Collaboration skills.** Training and development managers need strong interpersonal skills for working with staff, trainees, subject matter experts, and organization leaders. They accomplish much of their work through teams.

**Communication skills.** Training and development managers must clearly convey information to diverse audiences. They also must be able to effectively instruct their staff.

**Critical-thinking skills.** Training and development managers use critical-thinking skills when assessing classes, materials, and programs. They must identify the training needs of an organization and make changes and improvements as required.

**Decision-making skills.** Training and development managers must select or create the best training programs to meet the needs of an organization. For example, they must review available training methods and materials and choose those that best fit each program.

**Collaboration skills.** Training and development managers need strong interpersonal skills because delivering training programs requires working in concert with staff, trainees, subject matter experts, and the organization's leaders. They also accomplish much of their work through teams.

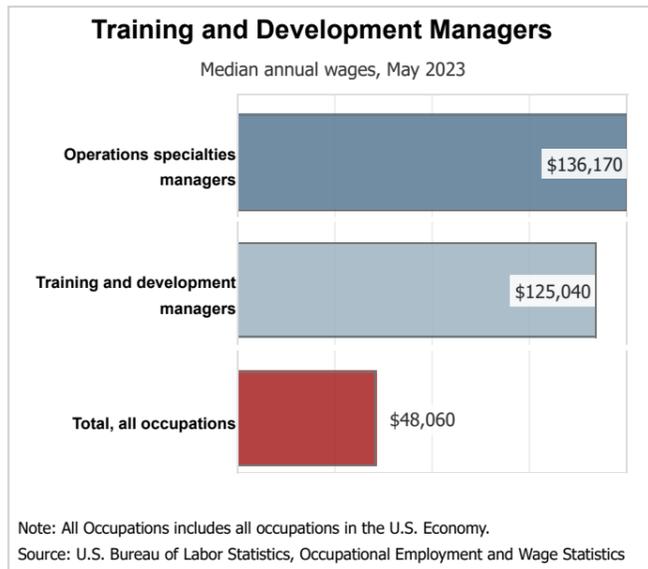
**Instructional skills.** Training and development managers need to understand the fundamentals of teaching and lesson planning. In addition to developing training, they may lead courses or seminars.

**Leadership skills.** Managers are often in charge of a staff and programs. They must be able to organize, motivate, and instruct those working for them.

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## Pay



The median annual wage for training and development managers was \$125,040 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$73,410, and the highest 10 percent earned more than \$220,060.

In May 2023, the median annual wages for training and development managers in the top industries in which they worked were as follows:

Professional, scientific, and technical services	\$149,700
Management of companies and enterprises	133,640
Finance and insurance	127,160
Healthcare and social assistance	108,060
Educational services; state, local, and private	105,660

Most training and development managers work full time during regular business hours. Some work more than 40 hours per week.

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## Job Outlook



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## Employment

In many occupations, employees are required to take continuing education and skill development courses throughout their careers, creating demand for workers who develop and provide training materials.

Innovations in training methods and learning technology are expected to continue throughout the decade, particularly for organizations with remote workers. Organizations use social media, visual simulations, mobile learning, and social networks in their training programs to engage and train employees in the most cost-effective way. Training and development managers need to continue modifying training programs, allocating budgets, and integrating these features into training programs and curriculums.

### Employment projections data for training and development managers, 2023-33

#### Training and development managers

#### SOC Code:

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

11-3131

**Employment, 2023:**

43,200

**Projected Employment, 2033:**

46,400

**Change, 2023-33 (Percent):**

7

**Change, 2023-33 (Numeric):**

3,200

**Employment By Industry:**

[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

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## State & Area Data

### Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

[Training and development managers](#)

### Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at [www.projectionscentral.org](http://www.projectionscentral.org). Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

### CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

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## Similar Occupations

This table shows a list of occupations with job duties that are similar to those of training and development managers.

### [Career and Technical Education Teachers](#)

**Job Duties:**

Career and technical education teachers instruct students in various technical and vocational subjects, such as auto repair, healthcare, and culinary arts.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$63,580

### [Compensation and Benefits Managers](#)

**Job Duties:**

Compensation and benefits managers plan, develop, and oversee programs to pay employees.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$136,380

### [Compensation, Benefits, and Job Analysis Specialists](#)

**Job Duties:**

Compensation, benefits, and job analysis specialists oversee wage and nonwage programs that an organization provides to its employees in return for their work. They also evaluate position descriptions to determine details such as classification and salary.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$74,530

### [Human Resources Managers](#)

**Job Duties:**

Human resources managers plan, coordinate, and direct the administrative functions of an organization.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$136,350

### [Human Resources Specialists](#)

**Job Duties:**

Human resources specialists recruit, screen, and interview job applicants and place newly hired workers in jobs. They also may handle compensation and benefits, training, and employee relations.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$67,650

### [Instructional Coordinators](#)

**Job Duties:**

Instructional coordinators oversee school curriculums and teaching standards. They develop instructional material, implement it, and assess its effectiveness.

**Entry-Level Education:**

Master's degree

**2023 Median Pay:**

\$74,620

### [Labor Relations Specialists](#)

**Job Duties:**

Labor relations specialists resolve employee-management disputes and negotiate labor contracts.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$89,980

### [Postsecondary Education Administrators](#)

**Job Duties:**

Postsecondary education administrators oversee student services, academics, and faculty research at colleges and universities.

**Entry-Level Education:**

Master's degree

**2023 Median Pay:**

\$102,610

### [School and Career Counselors and Advisors](#)

**Job Duties:**

School counselors help students develop academic and social skills. Career counselors and advisors help people choose a path to employment.

**Entry-Level Education:**

Master's degree

**2023 Median Pay:**

\$61,710

### [Training and Development Specialists](#)

**Job Duties:**

Training and development specialists plan and administer programs that improve the skills and knowledge of their employees.

**Entry-Level Education:**

Bachelor's degree

**2023 Median Pay:**

\$64,340

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## Contacts for More Information

For more information about training and development managers, including certification, visit

[Association for Talent Development](#)

[International Society for Performance Improvement](#)

For information about human resources management careers and certification, visit

[Society for Human Resource Management](#)

### CareerOneStop

For a career video on training and development managers, visit

[Training and development managers](#)

### O\*NET

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**SUGGESTED CITATION:**

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