



Training & Development Director

Summary: Training & Development Director manages and facilitates the training initiatives of CISHRP and oversees the development of relevant tools towards HR best practice and education.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Responsibilities

- Overall responsibility for reaching out and engaging with relevant training and education courses for CISHRP Membership
- Successfully arrange and prepare the delivery of twice annual CISHRP Human Resource Management Certificate including;
 - Liaising with training providers to create and approve course objectives & content
 - Exam preparation and attendance (invigilation) for the HR Certification course including marking of exam papers and review (2x a year)
 - Booking appropriate venues
 - Deciding on costs for this training
 - Liaising with the Administrator for support as required
- Develop, or support the development of, training and template materials for use by corporate entities and employers that have members within the Society as required
- Coaching and/or guiding on content-delivery for CISHRP seminars and external events
- Collaborate closely with the Marketing & Communication Director for relevant marketing and communication of individual courses and overall training
- Where needed, delivering presentations to the wider CISHRP Membership
- Propose new training and development opportunities to the Board of Directors for the Membership
- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Contribute towards the organization of annual Society events including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- Additional duties as assigned

Training & Development Director dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

Signature

Date