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## Career Development in T&D

*The 'learning organization' model requires companies to adapt quickly and fit seamlessly in the changing socio-economic environment. One of the most important functions of T&D is to prepare company staff for these changes that will translate into different types of T&D-related work. As a result, career opportunities in T&D vary: In larger organizations, those who work in T&D may specialize in training administration. Others will become in-house training managers or become training consultants providing training solutions as prescribed by the needs of individual companies.*

### **T&D positions**

#### **Entry level positions**

*0-2 Years of experience (Monthly salary: HK\$9,500 - 12,000)*

- Positions: Trainee/ Junior HR Officer
- Requirements: Fresh graduate
- Functions: Support training administrative functions, may be required to support HR recruitment and employee relations as well.

#### **Intermediate levels**

*2 - 5 Years of experience (Monthly salary: HK\$12,000 – 25,000)*

- Positions: Training Facilitator/ Training Officer
- Requirements: Years of practical experience. Essential training skills.
- Functions: Direct involvement in training of staff in specialized areas in company. Help groom future workers.

*5 - 10 Years of experience (Monthly salary: HK\$28,000 - 55,000)*

- Positions: Assistant/Training Manager
- Requirements: Excellent understanding of organizational needs, legal requirements, changing technology, and industrial practices
- Functions: Design and development of training programs. Involve in training for new technologies and management level staff. Implement safety practices and health precautions. Evaluate effectiveness of training programs.

### **Top Levels**

*10+ Years of experience (Monthly salary: HK\$65,000+)*

- Positions: Organizational development manager/director
- At these senior management levels, candidates usually have a good grasp of company policies and visions and are usually involved in organizational development at the strategic level.