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BY ANDRA
ARSENE

From Junior to Executive

JUNIOR L&D OR L&D INTERN

A **quick guide** with the concrete steps that can be followed to start your career in the L&D role and become a senior executive in this field.

THE START!

JUNIOR L&D OR L&D INTERN

How to get the role

The first thing to getting your first role in the L&D field is to determine your objective! Start checking salary reports on the field to see if the roles you are looking for are paid according to your needs, read the information on the L&D role, including methodologies, techniques, visual design tools, and content creation process. Create your resume, ask for feedback if needed, start looking for junior L&D roles, and apply. Then, get hired!

Roles included

Learning Administrator, Learning Assistant, Junior Learning Developer, Junior Instructional Designer, Junior Learning Technologist, Junior Learning Content Developer, Junior Trainer/Facilitator, etc.

Keyword Responsibilities

assist, administrate, contribute, maintain, keep

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L&D SPECIALIST

*“Develop a passion for learning.
If you do, you will never cease to
grow.” — Anthony J. D’Angelo*

THE START!

L&D SPECIALIST

How to get the role

What you need to do here is to determine your next-step objective for your career!

- Check a salary report on the field to see if the roles you are looking for are paid according to your needs, read the information on the L&D role, including methodologies, techniques, visual design tools, and content creation process, and look for certifications in the field to get certified.
- Then, learn from other L&D Specialists by shadowing, networking, and participating in events and specific groups.
- Update your resume and request feedback if necessary, start developing a small ID portfolio.
- Read Learning and Development articles, and keep up with the learning trends. Start looking for L&D roles to apply for and get hired!

Roles included

Learning Developer, Instructional Designer, Learning Technologist, Learning Content Developer, Trainer/Facilitator, Digital Learning Designer, etc.

Keyword Responsibilities

develop, create, design, structure, peer-review
content

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SENIOR L&D PROFESSIONAL

"One learns from books and example only that certain things can be done. Actual learning requires that you do those things." — Frank Herbert

CONTINUE!

SENIOR L&D PROFESSIONAL

How to get the role

Now, you are much more prepared to determine your next-step objective for your career! Always read Learning and Development articles, keep up with the learning trends, and become visible on social media by sharing or writing L&D articles. If you still haven't done so, start looking for a certification in the field, and learn from other L&D professionals by shadowing, networking, and participating in events and specific groups. Update your resume, improve your portfolio, and check for internal roles in the company you are currently working for. Also, apply for external roles outside the company to get hired!

Roles included

Learning Consultant, Senior Learning Developer, Senior Instructional Designer, Senior Learning Technologist, Senior Learning Content Developer, Senior Trainer/Facilitator, Learning Business Partner, Learning Project Manager, Multimedia Designer, etc.

Keyword Responsibilities

evaluate, help management, develop, compile, document, review, facilitate, effectively communicate, contribute

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From Junior to Executive

L&D LEAD

“Research shows that you begin learning in the womb and go right on learning until the moment you pass on. Your brain has a capacity for learning that is virtually limitless, which makes every human a potential genius.” — Michael J. Gelb

EVOLVE!

L&D LEAD

How to get the role

Become more visible by getting involved in extra projects, have a proactive attitude by showing support for others based on your expertise, and become a reliable person for the team and company. Always read Learning and Development articles, keep up with the learning trends, become more visible on social media, participate in networking events, write your own articles, and share your knowledge. Maybe create a learning project as well—that's how you become a trusted L&D professional! During this time, update your resume, check for internal roles in the company you are currently working for, apply for external roles outside the company, and get hired!

Roles included

Learning Team Lead, Learning Coordinator, and Learning Supervisor.

Keyword Responsibilities

lead, coordinate, review, communicate, track, provide feedback, assign tasks, establish processes and procedures, provide guidelines, evaluate performance, analyze

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L&D MANAGER

*"Success in management
requires learning as fast as the
world is changing." — Warren
Bennis*

EVOLVE!

L&D MANAGER

How to get the role

You've now gathered a lot of experience in the L&D field so if your next-step objective for your career is to become a manager, make sure to determine it as such! Become more visible by getting involved in extra projects, and have a proactive attitude by showing support for others based on your expertise. Be a reliable person for the team and company, always read Learning and Development articles, keep up with the learning trends, maintain social media visibility, participate in networking events, write your own articles, and share your knowledge. Maybe create a learning project, write a book, or become a speaker at various events to increase your network, and become a trusted L&D professional.

Roles included

Learning Program Manager, Learning and Development Manager, Learning Senior Manager, and Head of the Learning Department.

Keyword Responsibilities

manage, strategize, evaluate performance, liaise, demonstrate, organize, leverage, partner, consult, oversee, conduct, drive, identify, report

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From Junior to Executive

L&D EXECUTIVE

*“Every enterprise is a learning
and teaching institution.
Training and development must
be built into it on all levels—
training and development that
never stops.” — Peter Drucker*

SKY IS THE LIMIT!

L&D EXECUTIVE

How to get the role

With such experience gathered across the years, striving for an L&D Executive role can surely be your next-step objective for your career now! Make sure to always maintain social media visibility, participate in networking events, write your own articles, and share your knowledge. Maybe create a learning project, write a book, or become a speaker at various events, to increase your network, and update your resume, including projects, results, and awards. Then start applying for external roles outside the company and talk directly with company CEOs and HR professionals for potential open roles to get hired!

Roles included

Learning Deputy Director, Learning Director, Learning Vice President, Chief Learning Officer, and Learning Coach.

Keyword Responsibilities

analyze, improve, consult, contribute, build, oversee, strategize, conduct, develop, plan, optimize, partner, motivate, visualize, lead, collaborate, coach