The best companies are those that work as a team, supportive of each of its members, and sufficiently trained for their duties. Skills related to organizational leadership involve providing teambuilding and professional development, either through successful staffing or hosting on-site training. Jobs in this field help to identify area of improvement in the organization, both through technology and personnel.

**KEY FINDINGS**

High-growth industries face constant evolution in their software needs, and organizational leaders are essential to helping employees adapt to new workplace technology.

A bachelor’s degree or better is typically required of training specialists.

Orange County’s growth outlook for organizational leadership — particularly in HR — is estimated to be positive, but job openings per month in training and development are less common.

**MOST IMPORTANT TASKS AND DUTIES**

1. Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.

2. Design, plan, organize, or direct orientation and training programs for employees or customers.

3. Offer specific training programs to help workers maintain or improve job skills.

4. Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.

5. Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.

**Training and Teaching Others**

**Active Listening**

**Communicating with Supervisors and Peers**

**Oral Comprehension**

**Organization**

**Written Comprehension**

**Attention to Detail**

**Instructing**

**Cooperation**

**Thinking Creatively**

**Dependability**

**Getting Information**

**Integrity**

**Establishing and Maintaining Relationships**

**Monitoring**

**TOP SKILL SETS**

- Education and Training
  - English Language
  - Customer and Personal Service
  - Administration and Management
  - Personnel and Human Resources

**EMPLOYMENT OVERVIEW**

<table>
<thead>
<tr>
<th>Country</th>
<th>Annual Salary</th>
<th>Projected (2012-2022)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange County</td>
<td>$847,072</td>
<td>$1,456,644</td>
</tr>
<tr>
<td>California</td>
<td>$1,461,64</td>
<td>$1,351,220</td>
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<tr>
<td>United States</td>
<td>$1,971,848</td>
<td>$2,838,979</td>
</tr>
</tbody>
</table>

**EDUCATIONAL LEVEL BY TYPE**

- **Bachelor’s Degree**: 55%
- **Master’s Degree**: 17%
- **Other**: 14%
- **Post-BA Certificate**: 11%

**RELATED COURSEWORK**

- Strategic Leadership Development Cert. Program
- Business Administration Certificate Program
- Human Resources Management Certificate Program

- Essentials of Management
- Communication in a Diverse and Changing Workplace