Professional Development Senior Manager – Learning & Development

PeopleSoft Job Code / Title: 7151 / HC&T Senior Manager
Department / Subdepartment: Human Capital & Talent / Professional Development
Organizational Relationship: Reports to Director
FLSA Status: Exempt
UCM Level: Level 6
Last Updated: January 16, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyer's and business services professional's experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Professional Development is committed to fostering the growth and expertise of our legal and business service professionals. Through a range of comprehensive training programs, leadership development initiatives, and career coaching, Professional Development ensures members of the firm are equipped with the skills and knowledge necessary to excel in their roles and drive success in a dynamic legal landscape.

Role Overview

The Professional Development Senior Manager - Learning & Development leads the strategic direction of the firm's training initiatives, ensuring they are innovative and aligned with industry standards. This role focuses on developing and implementing advanced training solutions, advising leadership on employee development, and fostering a culture of continuous improvement.

Essential Duties and Key Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Designs and oversees cutting-edge training courses, proactively updates current courses, and facilitates a variety of training programs, ensuring all L&D content meets evolving industry standards and effectively addresses learner needs
2. Manages and informs the preparation process for training materials to ensure best practices are followed; drives strategy for the identification and creation of new learning opportunities
3. Organizes the approach for the identification and analysis of firmwide learning and development needs and employs strategic vision to implement innovative training solutions
4. Serves as a trusted adviser to firm leaders by counseling on employee learning, development, and performance strategies; provides ongoing coaching and proactively connects with leaders to address development needs, while measuring the impact of training by creating and implementing multi-level evaluations
5. Generates performance evaluations and recommends salary increases, working closely with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

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- Exceptional and professional interpersonal skills (e.g., active listening), including superior written and verbal communication skills; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Exceptional leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Deep subject matter expertise with proven ability to influence positive outcomes
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of eight years' experience designing and facilitating virtual learning in corporate learning and development
- Typical years of cumulative experience: a minimum of ten years' experience

Education

- Bachelor's degree or equivalent in Human Resources Management, Organizational Behavior, Industrial/Organizational Psychology or related field required
- Master's degree or equivalent in related field also strongly preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.

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