



# REENA S. BARSAGADE

(Manager-Training and Development)

## PROFILE

An enthusiastic learning and development specialist with over 7 years of experience in L&D and teaching along with partial experience in software development, posing knowledge of Process training, experienced in recruiting trainers, verbal and written communication skills, along with delivering impactful trainings that promotes a stimulating learning environment. Currently, exploring motivating opportunities to learn, grow and excel in domain of learning, training and development in corporate sector for contributing to company's and own growth.

## CONTACT

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## HOBBIES

1. Exploring online learning content
2. Researching LMS
3. Creating pedagogical advancement activities
4. Watching Ted talks

## EDUCATION

- **Masters in Computer Application**, Raison College of Engg. Nagpur
- **Diploma in Soft skills and Personality Development**, Ramtek University
- **BSc Computer science**, Hislop College, Nagpur, Maharashtra
- **International Certificate "Faculty Development Program"** from Wadhvani Global University
- **Certificate in "TTT-Train the trainer program"** from GE & Tata Strive

## WORK EXPERIENCE

**Virohan Pvt. Ltd. As a Manager- Training and Development**  
Feb 2018 to Current

- Hiring, Creating and executing impactful Trainings, performance monitoring, initiating RnR
- Hiring and creating facilitators on requisitions of organizations with multiple suitable skills by coordinating with candidates, arranging Interview, following internal benchmarking - offer negotiation to joining of candidate along with ensuring adherence to the recruitment process set by the organization.
- Developing effective impactful training content and updating the content as per organization's need by using variety of tools like media, technology, online tools, offline activities.
- Delivering the planned training sessions effectively as a part of training and development services to self/partner firms along with conduction of assessment of facilitators on the trainings provided.
- Measuring the performance of trainers/ facilitators by creating performance management system by tracking their KRA/KPIs along with providing them support to achieve the same, by providing mentoring and guiding sessions whenever required.
- Maintaining and tracking KRA/KPIs data, attendance of training data / reports, feedback data using MS Office and other tools for analyzing the effectiveness of training and for performing TNI (training need identification).
- Creating and maintaining performance measuring system to analyze the training needs of poor performers and appreciating the top performers.

- Documenting the growth journey of facilitators in monthly mails, training reports and center reviews timely with accuracy.
- Arranging and planning facilitators' recreational programs to provide them fun opportunities to showcase their hidden talent and provide a breather from routine tasks by taking new initiative every time.
- Taking initiatives for the teams, being the go-getter team member, enthusiastic to take new responsibilities, always in learning mode to provide best outcome for organization's goal

### **Tech Ascent as Trainer from**

Jan 2017 to Jan 2018

- For various subjects such as Personality development, technical subjects like programming languages C++, C#, etc
- Helping trainees to provide learning opportunities by constantly motivating them
- Monitored, identified the training needs of trainees

### **Tulsiramji Gaikwad Patil College of Engineering As Asst. Professor**

July 2013 to July 2014

- Trained students of MCA background for soft skill and IT subjects like .NET, C++, C#
- Arranged Seminars, presentations, engagement activities for students
- Being a Coordinator for event management of annual Technical and cultural Events "UDAAN-2013"
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Assessment management for the students
- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations

### **SKILLS**

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- Employee training and development
- Recruitment of trainers
- Content development and delivery
- Coaching and mentoring
- Analytical and Critical Thinking
- Online training experience
- Classroom expertise
- G-Suite, IT training
- MS Office
- Data organization and analysis
- Verbal and written communication
- Policies and process training
- Team management