1. Collaborated with Human Resources to facilitate recruitment promotion at job fairs and other community events.
2. Assessed training program effectiveness on regular basis and improved upon deficient areas.
3. Trained [Job title]s on sales and account management practices to reduce process lags and enhance performance, efficiency and profitability.
4. Managed recruitment, training and development for highly effective sales team.
5. Designed and implemented sales training program and documentation.
6. Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals, resulting in [Result].
7. Used [Software] to design training for [Type] employees and increase company retention and productivity rates [Number]%.
8. Developed and led group training courses to align with corporate sales and service goals.
9. Assisted companies in designing training budgets, saving over $[Amount] for [Number] companies annually.
10. Appropriately allocated resourced, budgets, inventories, training support and team building materials to increase overall productivity.
11. Coordinated workshops for employees to better understand company mission, streamlining daily activities and aligning worker and company priorities.
12. Created and implemented new training initiatives such as online modules, interactive software, language labs and online programs, assuring continuous training to employees to promote long-term excellence.
13. Verified proper tracking in newly created databases of all students and instructors leaves, attendance, scores and overall performance.
14. Liaised between executives and entry-level workers, facilitating smooth communication and successfully achieving [Result].
15. Monitored day-to-day activities of [Type] company and employees, noting areas needing improvement and implementing plans for rectification.
16. Created and oversaw [Type] training programs for [Description] operations.
17. Developed lesson plans, instructional materials and written practice tests for [Type] and [Type] training courses.
18. Identified workers with specific skill sets to recommend for promotions or raises, increasing internal hiring by [Number]% and saving company $[Amount] in training fees.
19. Wrote contracts for company employees, working towards satisfactory agreement between executives, employees and personal goals.
20. Developed new training programs such as online modules, interactive software, language labs and online programs and provided ongoing training to staff.