1. Conducted evaluations and observed employee performance to identify areas of needed improvement.
2. Held online and conference call training session to accommodate off- site employees.
3. Reviewed effectiveness of programs and proposed updates to maximize success.
4. Held demonstrations and one-on-one coaching sessions on use of [Type] equipment.
5. Created monitoring strategies to verify implementation of practices introduced in training.
6. Developed effective training manuals, modules and teaching aids.
7. Developed engaging and entertaining presentations to maintain employee attention and improve impact of training.
8. Coached new managers on store procedures, policies and customer service, bolstering customer retention by [Number]%.
9. Improved organizational efficiency and control costs by educating [Number] employees on resource and time management.
10. Collaborated with management to identify company training needs and scheduling.
11. Developed training programs to meet company objectives.
12. Coordinated with engineers and corporate leadership to identify training and development opportunities to improve safety and optimize performance.
13. Led cross-functional training for external and internal clients and created all training materials and exams.
14. Developed and led [Number] annual training sessions for [Job title] and [Job title].
15. Selected curriculum and developed lesson plans to educate employees on specific [Type] and [Type] topics.
16. Collected information about company objectives and employee deficiencies in order to assess training needs.
17. Authored, updated and implemented training procedures.
18. Prepared educational materials such as module summaries, videos and informational packets.
19. Created training programs and instructional materials to further educate [Job title].
20. Monitored employee progress and gave feedback to management and additional training requirements.