1. Reviewed and edited all training materials for accuracy and company policy compliance.
2. Drove departmental performance and achievement of service levels through focused team operational reviews, structured coaching and managing to enterprise targets.
3. Developed surveys to identify training needs based on projected production processes and changes.
4. Managed new employee orientation training process for more than [Number] employees each year.
5. Directed field training to enhance participants' skills.
6. Conducted orientation sessions and organized on-the-job training for new hires.
7. Developed departmental systems and procedures to better align workflow processes.
8. Delivered wide variety of courses focused on [Type], [Type] and [Type] topics to enhance communication, team cohesion and group performance.
9. Applied adult learning and performance expertise to assess behavioral and ability issues impacting work performance.
10. Communicated all learning and performance objectives, schedules and training assessments to upper management.
11. Coordinated and prioritized required training courses for [Job title]s and [Job title]s.
12. Implemented new learning strategies depending upon employees' skill levels.
13. Created in-depth training manual for all employees.
14. Trained staff during demonstrations, meetings, conferences and workshops.
15. Led daily, weekly and monthly coaching, counseling and feedback sessions.
16. Managed all exempt employee coaching, training and performance improvement actions.
17. Planned corporate annual summer and holiday events, including team building-based training initiatives.
18. Trained new hires to perform cross-training exercises with experienced workers.
19. Delivered new employee onboarding and training sessions via [Software] and [System].
20. Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.