1. Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
2. Delivered new employee onboarding and training sessions via [Software] and [System].
3. Assessed skill gaps for employees in [Type] department and developed training courses to meet identified needs.
4. Managed new employee orientation training process for more than [Number] employees each year.
5. Reviewed and edited all training materials for accuracy and company policy compliance.
6. Drove departmental performance and achievement of service levels through focused team operational reviews, structured coaching and managing to enterprise targets.
7. Communicated all learning and performance objectives, schedules and training assessments to upper management.
8. Coordinated ongoing technical training and personal development classes for staff members.
9. Coordinated and prioritized required training courses for [Job title]s and [Job title]s.
10. Planned corporate annual summer and holiday events, including team building-based training initiatives.
11. Analyzed effectiveness of training programs at all levels and recommended updates.
12. Trained staff during demonstrations, meetings, conferences and workshops.
13. Trained new hires to perform cross-training exercises with experienced workers.
14. Delivered wide variety of courses focused on [Type], [Type] and [Type] topics to enhance communication, team cohesion and group performance.
15. Directed field training to enhance participants' skills.
16. Led daily, weekly and monthly coaching, counseling and feedback sessions.
17. Conducted training courses and prepared videos for long-term use.
18. Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for [Number] new employees.
19. Directed training programs and development paths for managers and supervisors.
20. Developed departmental systems and procedures to better align workflow processes.