1. Researched and obtained relevant course materials to achieve training objectives.
2. Conducted training courses and prepared videos for long-term use.
3. Applied adult learning and performance expertise to assess behavioral and ability issues impacting work performance.
4. Reviewed and edited all training materials for accuracy and company policy compliance.
5. Tested all training software and hardware prior to commencing training programs.
6. Alternated training methods to diversify instruction, strengthen learning opportunities and enhance program success.
7. Delivered new employee onboarding and training sessions via [Software] and [System].
8. Directed training programs and development paths for managers and supervisors.
9. Developed departmental systems and procedures to better align workflow processes.
10. Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
11. Delivered wide variety of courses focused on [Type], [Type] and [Type] topics to enhance communication, team cohesion and group performance.
12. Coordinated and prioritized required training courses for [Job title]s and [Job title]s.
13. Managed new employee orientation training process for more than [Number] employees each year.
14. Trained staff during demonstrations, meetings, conferences and workshops.
15. Led daily, weekly and monthly coaching, counseling and feedback sessions.
16. Selected and assigned instructors to conduct specific training programs.
17. Developed surveys to identify training needs based on projected production processes and changes.
18. Implemented new learning strategies depending upon employees' skill levels.
19. Conducted orientation sessions and organized on-the-job training for new hires.
20. Managed all exempt employee coaching, training and performance improvement actions.