1. Conducted organization-wide training needs assessment to identify skills, deficiencies or knowledge gaps.
2. Selected appropriate training methods or activities such as simulations, mentoring, on-the-job training and professional development classes.
3. Designed and developed [Type] training programs, including outsourced and in-house programs.
4. Sought feedback from team members to continually improve training processes and programs.
5. Developed monitoring systems to determine employees' level of performance and need for retraining.
6. Taught newly hired employees [Type] safety protocols, assessing knowledge before permitting use for maximized safety.
7. Trained over [Number] employees on [Type] equipment use and [Industry] practices, monitoring work processes and implementing plans for improvement.
8. Marketed available training to employees and provided necessary information about sessions.
9. Scheduled appropriate training sessions, successfully scheduling over [Number] training sessions per [Timeframe].
10. Monitored [Type] processes and newly trained employees, giving suggestions on how to maximize performance and output.
11. Educated higher-level [Type] employees on how to optimize safety and procedural guidelines for [Type] equipment use.
12. Used [Software] and [Software] to maintain updated curriculum database and training records.
13. Managed and maintained in-house training facilities and equipment, including [Type] facilities and [Type] equipment.
14. Mapped out annual training plans for management, HR and customer support through [Action] and [Action].
15. Supervised training budgets, saving over $[Amount] per [Timeframe] through [Action].
16. Updated [Type] systems and [Type] equipment for maximized productivity and accessibility for new employees.
17. Recruited new hires for [Type] positions from within company, strategizing employee placement for optimized functionality.
18. Stayed up-to-date on safety and operational guidelines for [Type] company to better educate employees on procedural changes.
19. Used [Software] and [Software] to design, prepare and order educational aids and materials.
20. Supervised [Type] processes and systems to determine areas in need of improvement and develop actionable solutions.