1. Applied interpersonal and motivational skills to facilitate program engagement and promote adherence to principles taught during training.
2. Monitored growth and development of individual soft skills.
3. Developed instructional materials such as [Type] and [Type] to provide businesses with informational resources for use outside of training.
4. Held specific workshops for [Number] people over [Timeframe].
5. Collaborated with management to ascertain concerns, needs and expectations from training and utilized feedback in program development.
6. Designed training manuals to hand out to groups during training.
7. Created content for various training programs.
8. Used [Software] to create dynamic visuals to accompany presentations.
9. Observed office settings to determine soft skills needs before presenting.
10. Assessed job requirements and needs of trainees to create soft skill development programs targeting skills such as [Skill] and [Skill].
11. Monitored day-to-day activities of [Type] company and employees, noting areas needing improvement and implementing plans for rectification.
12. Liaised between executives and entry-level workers, facilitating smooth communication and successfully achieving [Result].
13. Performed research on implementation and efficiency of training methods and techniques such as [Type] and [Type] methods to create well-rounded skills development program.
14. Created and implemented new training initiatives such as online modules, interactive software, language labs and online programs, assuring continuous training to employees to promote long-term excellence.
15. Monitored outcomes and general level of success of training by [Action] and [Action] and reported findings to management.
16. Advised executives on best practices for employee growth and productivity goals, consistently helping companies achieve [Result].
17. Verified long-term staff excellence by implementing updated and continuous training initiatives such as online modules, interactive programs and language labs.
18. Identified workers with specific skill sets to recommend for promotions or raises, increasing internal hiring by [Number]% and saving company $[Amount] in training fees.
19. Coordinated workshops for employees to better understand company mission, streamlining daily activities and aligning worker and company priorities.
20. Created curricula, instructions, documents and written tests for various types of training courses.