1. Gathered and organized supplementary material to support structured lessons.
2. Identified and proactively solved internal problems related to employee turnover by revamping training approaches.
3. Scheduled and taught in class and online courses to increase learning opportunities.
4. Recorded and edited videos for use in later courses or by remote learners.
5. Mentored new hires, resulting in stronger staff development and increased productivity.
6. Performed continuous evaluations of content and plans in order to enhance delivery and improve effectiveness.
7. Tracked attendance and progress against goals for each participant.
8. Assessed student needs to develop effective [Type] training plans.
9. Eliminated process gaps by implementing new methods of standardized training.
10. Recognized and tapped talented staff to fill key positions and maximize productivity.
11. Employed job analysis in accordance with principles of instructional design to create effective training programs.
12. Handled over [Number] daily clients, switching from [Type] to [Type] classes flawlessly and maintaining positive attitude.
13. Upsold home equipment and [Type] plans to increase gym revenue and memberships.
14. Recruited and trained [Number] new members of guest service team.
15. Developed individualized plans to help [Type] customers reach [Type] goals within predetermined timelines.
16. Educated clients on at-home methods to reach and maintain goals, crafting plans for long-term success.
17. Inspected fitness equipment before and after use for defects, failures and cleanliness.
18. Tracked clients progress in [Software] and adapted plans to maintain progress.
19. Administered first-aid care in emergency situations, remaining level-headed and helping clients feel better.
20. Scheduled appointments for [Type] clients using [Software] with 100% accuracy.