

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Training & Development

EXAMPLE 1

PROFILE / OBJECTIVE

A training and development practitioner with a passion for providing quality learning that enables people to realise their potential. Experienced in development, implementation and evaluation of training programs, and supporting a range of organisation development initiatives including employee engagement surveys, leadership development and strategic planning.

I'm seeking a Training Learning and Development or Organisation Development Coordinator role with strategic thinking, values based employer, which enables me to utilise my strong organisational skills and desire to help people and organisations become the best they can be.

SKILLS & ATTRIBUTES

- Excellent end-to-end coordination of development programs including identifying appropriate programs to meet needs, sourcing providers, development of multi-mode communications, marketing, reporting, logistical support, budget, program evaluation and improvement.
- Successful event manager of internal conferences and workshops
- Build and maintain excellent rapport and ongoing relationships with internal and external stakeholders
- Develop high standard materials for training including learning materials and training calendars
- Create effective and targeted to audience written communications including report writing and promotion of training opportunities
- A reputation for attention to detail, providing excellent customer service and continuous improvement in all aspects of my work
- Highly conscientious, proactive, motivated and thrive on a mix of autonomy / team interaction and collaboration
- A solutions focused, creative, strategic thinker and natural born problem solver
- Strong IT literacy in a range of office IT programs including MS Word, Excel, PowerPoint, Outlook and SurveyMonkey. An adept learner who quickly and effectively becomes proficient in new programs.