



MICHAEL ANDERSON

CORPORATE TRAINING MANAGER

CONTACT

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-  San Francisco, CA

SKILLS

- Corporate Training
- Needs Assessment
- Instructional Design
- Employee Engagement
- Learning Management Systems
- Program Evaluation

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR'S DEGREE IN HUMAN RESOURCE DEVELOPMENT FROM CITY COLLEGE

ACHIEVEMENTS

- Recognized for excellence in training delivery with a company award in 2021.
- Increased training participation rates by 50% through effective marketing strategies.
- Developed a mentorship program that resulted in a 20% increase in employee retention.

PROFILE

Experienced Adult Curriculum Instructor with a strong background in corporate training and workforce development. Over 10 years of experience designing and facilitating training programs aimed at enhancing employee skills and productivity. Expertise in creating tailored learning experiences that meet the specific needs of diverse adult learners in fast-paced environments. Proven ability to analyze training effectiveness and make data-driven adjustments to programs.

EXPERIENCE

CORPORATE TRAINING MANAGER

Tech Solutions Inc.

2016 - Present

- Designed and implemented a comprehensive training program that improved employee performance metrics by 35%.
- Conducted training needs assessments to identify skill gaps and develop targeted curriculum.
- Facilitated workshops and seminars that engaged over 200 employees annually.
- Utilized learning management systems (LMS) to track employee progress and training outcomes.
- Collaborated with department heads to align training initiatives with organizational goals.
- Evaluated training effectiveness through feedback surveys and performance metrics analysis.

ADULT LEARNING COORDINATOR

Community Workforce Development

2014 - 2016

- Developed training programs for adult learners seeking to improve job skills and employability.
- Managed a team of instructors, ensuring compliance with educational standards and best practices.
- Created partnerships with local businesses to provide on-the-job training opportunities.
- Implemented evaluation processes to measure participant success and program impact.
- Organized career fairs and networking events that connected learners with potential employers.
- Trained staff on instructional techniques specific to adult learning principles.