Management and Training Systems and resources	- SCORM-compliant LMS administration - Webex for online training and meetings - Adobe Captivate, Articulate Storyline and TechSmith Camtasia animated self-executing study modules with voice-over - Video demos - User manuals - HTML-based interactive study material - Microsoft Project - SaaS team collaboration with Trello - Advanced/Expert Word, Excel, and PowerPoint skills - MS Excel programmed dashboard reports - MS Excel Pivot Tables and reports - HTML-based practice tests - MS Visual Basic programming
Course Administration	- Utilisation of SCROM-compliant Learning Management Systems to: - track and catalogue course registration, attendance and history - generate statistics, lists and other reports (graphs, data, spreadsheets, etc) re. attendance and performance by department, city or other demographic). - Experience with cloud-based and in-house SaaS LMS
Course Delivery	- Adapting industry vendor and content to different internal teams and departments - instructor-led web or classroom-based training sessions - online interactive modules for self-paced learning - one-on-one coaching - Train-the –trainer sessions - Executive coaching for C-suite staff - Power seminars for high-level attendees - Targeted post-training follow-up
Attendee and Trainer Assessment	- Compilation and delivery of relevant end-of-training attendee assessment tests with quizzes, test and end-of-course exams - Evaluation of course attendee performance on hands-on lab exercises - Use of real-life scenarios to test attendee expertise and content retention - Collection and analysis of course feedback (attendee feedback)