

# LEARNING AND DEVELOPMENT MANAGER CV

When writing a CV of a Learning and Development Manager, it is best to present information in such a way that you instantly project your competence for the job. The key is to showcase all your experience and sought-after qualities in this field. Highlight information such as experience in HR or training environment, conducting training needs analysis, competency frameworks, NVQ programs implementation, retail training and/or other related skills and expertise. Present all working experience by starting from the most recent then down to your first employment to increase your professional credibility. A sample Learning and Development Manager CV is presented below for your perusal.

## Kermit Copeland

P.O. Box 251, 2146 Etiam Rd., Castletown, Caithness, NV91 9GL Date of Birth: March 19th, 1991  
Email: [email] Mobile: 07780 903374 Tel: 01464 240995

### OBJECTIVE:

My primary goal is to improve employee performance and productivity within the institution. I aim to use the fullest of my expertise in training needs identification, designing of training programs and its implementation, and a highly effective feedback process in order to achieve this goal. During my years of experience in two companies, I have worked in collaboration with employees from entry to senior management level with optimal results. One of my objectives is geared towards my own continuous professional improvement in my field of expertise. This being said, I am confident that I will be an asset to the company.

### PROFESSIONAL SKILLS:

Highly experienced in maintaining company's learning and development programs  
Sound knowledge of e-learning and talent management programs  
Good knowledge of HR procedures and business standards  
Familiarity with NVQ programs  
Ability to analyze training needs of organization  
Ability to perform one-on-one mentoring to employee for skills development

### EDUCATIONAL BACKGROUND:

BBA (Hons) in Human Resources Management	Manchester
Manchester Metropolitan University	2009 – 2012
A-levels: English Language, Mathematics, Physics, Chemistry	Swansea
Swansea College	2007 – 2009
GCSEs: English Language, Mathematics, Physics, Chemistry	Forest Hill
Forest Hill School	2002 – 2007

### WORK HISTORY:

GPA Procurement LLP	London
Learning and Development Manager	2013 – Till Date

- Developed training programs for employee behavioral development and competency development.
- Performed training need analysis across all business units.
- Worked with management to develop training plan and budget.
- Developed training calendar and materials for classroom training.
- Managed onsite training information and maintained e-learning programs.
- Reviewed and recommended improvements to existing training programs.

McGinley (IHS) Ltd	Hertfordshire
Learning and Development Manager	2012 – 2013

- Developed online training documents for e-learning system.
- Prepared quick reference guides and workbooks for employees.
- Determined organization's training needs to meet business objectives.
- Performed quality assurance reviews of training documentations.
- Controlled training expenditures within assigned budgets.
- Assisted in recruitment, orientation, performance evaluation and talent review activities.

### REFERENCES:

Tarik Hodge  
P.O. Box 705, 811 Orci Rd., Wick  
East Lothian, BZ9 7FY  
Mobile: 07832 217329

Carter Hansen  
Ap #318-120 Integer Street, Wick  
East Lothian, BZ9 7FY  
Mobile: 07918 443543

[email]

[email]

**Kermit Copeland**

P.O. Box 251, 2146 Etiam Rd., Castletown, Caithness, NV91 9GL Date of Birth: March 19th, 1991

Email: [email] Mobile: 07780 903374 Tel: 01464 240995

## OBJECTIVE:

My primary goal is to improve employee performance and productivity within the institution. I aim to use the fullest of my expertise in training needs identification, designing of training programs and its implementation, and a highly effective feedback process in order to achieve this goal. During my years of experience in two companies, I have worked in collaboration with employees from entry to senior management level with optimal results. One of my objectives is geared towards my own continuous professional improvement in my field of expertise. This being said, I am confident that I will be an asset to the company.

## PROFESSIONAL SKILLS:

Highly experienced in maintaining company's learning and development programs

Sound knowledge of e-learning and talent management programs

Good knowledge of HR procedures and business standards

Familiarity with NVQ programs

Ability to analyze training needs of organization

Ability to perform one-on-one mentoring to employee for skills development

## EDUCATIONAL BACKGROUND:

BBA (Hons) in Human Resources Management

Manchester Metropolitan University

Manchester

2009 – 2012

A-levels: English Language, Mathematics, Physics, Chemistry

Swansea College

Swansea

2007 – 2009

GCSEs: English Language, Mathematics, Physics, Chemistry

Forest Hill School

Forest Hill

2002 – 2007

## WORK HISTORY:

GPA Procurement LLP

Learning and Development Manager

London

2013 – Till Date

- Developed training programs for employee behavioral development and competency development.
- Performed training need analysis across all business units.
- Worked with management to develop training plan and budget.
- Developed training calendar and materials for classroom training.
- Managed onsite training information and maintained e-learning programs.
- Reviewed and recommended improvements to existing training programs.

McGinley (IHS) Ltd

Learning and Development Manager

Hertfordshire

2012 – 2013

- Developed online training documents for e-learning system.
- Prepared quick reference guides and workbooks for employees.
- Determined organization's training needs to meet business objectives.
- Performed quality assurance reviews of training documentations.
- Controlled training expenditures within assigned budgets.
- Assisted in recruitment, orientation, performance evaluation and talent review activities.

## REFERENCES:

Tarik Hodge

P.O. Box 705, 811 Orci Rd., Wick

East Lothian, BZ9 7FY

Mobile: 07832 217329

[email]

Carter Hansen

Ap #318-120 Integer Street, Wick

East Lothian, BZ9 7FY

Mobile: 07918 443543

[email]

