

December 12, 2006

Working experiences

Employed training experience:

Merkur Insurance AG

Position: Training Manager for sales and office personnel

I was responsible for training of beginners and experienced employees in all kinds of insurance knowledge, and I had to report directly to the HR manger.

A second important asset was improving computer skills and user performance in the workplace, which also meant to motivate many long term employees to change their habits in using computer and database programmes.

Another part of my work was to redesign all learning and teaching material to a modern and PC friendly condition, as well as to set up structures for the secretary's training and course booking and accounting system.

Twice a year I used to be part of the planning team to create and organize the in-house training catalogue, based on the needs of the company's development strategies and on the evaluation of collected feedback and training analysis sheets.

