

Training Facilitator • Instructional Designer • Performance Improvement Coach

Highly skilled Training Professional and Coach with a diverse background across manufacturing, healthcare, government telecommunications, retail, and consulting. Excels in designing and delivering highly interactive customized programs both in-person and virtually. Expert in training trainers in instructional design and facilitation. Additionally, adept at coaching managers on achieving results, personnel development, and improvement plans. Passionate about empowering individuals and organizations to maximize their potential. Skills include:

- Virtual and classroom facilitation
 - Blended learning
 - Experiential learning
 - Performance Improvement
 - ADDIE
 - Kirkpatrick Evaluation Model
 - Needs Assessments
 - Strategic Instructional Design
 - Adult Learning Principles
 - 360 Feedback
 - Leadership Development
 - Management Skills Development
 - Performance Coaching
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Significant Accomplishments

Training & Coaching

- Pioneered virtual learning for a client who was resistant to anything but on-site learning; client now claims it saved their business.
- Using Coaching Mindset Index™ assessment, coached individuals on coaching skills improvement.
- Coached direct reports for performance and developed their individual coaching skills.
- Implemented Coach-the-coach program for health care system for first line supervisors, sub-contract with Stynchula & Associates.
- Coached job seekers on resume development and job search tactics.

Designed and Facilitated:

- Six day Train the Trainer certificate course, which included accelerated learning, facilitation, and instructional design skills. Chosen to deliver course to City of San Antonio, U.S. Forest Service, and the U.S. Air Force Personnel Center at Randolph Air Force Base.
- Interactive virtual career transition workshops for individuals and groups seeking employment for Career Partners International for over 11 years.
- Instructional Design and Presentation/Facilitation Skills workshops at San Antonio College Continuing Education Program for over 7 years. Received stellar evaluations.
- *Facilitating Learning Activities*™ workshop for multiple clients.
- Coaching certificate workshop; delivered virtually and on-site to hospitality, financial and government entities.

Facilitated:

- Ethics workshops for international consulting company, through a subcontract with Practec, in a year-long project across the continental United States and Hawaii.
- Trainer certification workshops, Manager as Coach and Career GPS, for Career Partners International partners, to an international audience.
- Retirement workshops for various industries.

Management & Leadership

- Managed and coached a national team of 15 instructors delivering soft and technical skills training.
- Co-created and implemented a 360-based annual evaluation system for managers in a national retail chain.
- Selected as project manager for multiple leadership training and career transition projects involving universities, government, and private entities.
- Chosen as project manager for two manufacturing plant closures affecting over 500 people each; coordinated career transition workshops and coaching, which were offered on a 24x7 basis.

Career History

Owner – Farley Training

1998-Present

Provides training design and delivery as well as coaching and project management.

Copyrighted Workshops

General Topics	Leadership	Train the Trainer
Communication Skills	Management and Supervisory Skills	Facilitating Learning Activities
Customer Service		Accelerated Learning and Adult Learning Principles
Sales Skills	Creating Trust Based Teams	Instructional Design
Time Management	Coaching Skills for Managers	Instructional Design
Emotional Intelligence	Hiring and Interviewing Skills	Training Facilitation
Career Management	Personnel Development	Trainer Development
Professionalism in the Workplace	Situational Leadership	Training Program Management
Team building	Leadership Skills	Facilitation Evaluation
Presentation Skills	Behavior and Communication Styles	Needs Assessments
Project Management		
Becoming an Entrepreneur		

Education and Certifications

- Our Lady of the Lake University – 56 hours focused on psychology
- Certified Corporate Trainer, San Antonio College
- Coaching Mindset Index™ Certified Coach Practitioner
- DiSC™

Professional Organizations and Community Service

- President – Association of Talent Development (formerly ASTD) 2002
- Board Member - Network Power Texas, 10 years
- Volunteer Workshop Leader - Battered Women Shelter

Publications

- Charlie Was a Rich Man
- Honoring Learners