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A confident, proactive, articulate and highly experienced **LEARNING & DEVELOPMENT PROFESSIONAL**, experienced in all areas of the training cycle and operations management. Demonstrates a record of accomplishment in achieving objectives, whilst maintaining high standards.

Experience within the UK and abroad has resulted in exposure to diverse training environments. Proven ability to adapt quickly and effectively to changing and challenging situations. Able to work unsupervised or as part of a team, with proven interpersonal and communication skills, committed to continuing personal development.

Employment History

Oct 2010 – Present Learning Technologist – URENCO (UK) Ltd

URENCO UK's site employs 380 people and is part of URENCO Limited, a Global energy company which supplies the international nuclear industry with uranium enrichment services and advanced enrichment technologies and expertise. The UK site operates three manufacturing plants producing enriched uranium in a highly regulated environment to enable nuclear power stations around the world to generate electricity.

Key Responsibilities:

- Continual business partnering in order to ensure that proposed learning solutions continue to meet the needs of the business.
- Provision of advice on the use of current and emerging learning technologies to enhance both formal and informal learning activities including the development of a global intranet system utilising modern 'Web 2' collaborative tools.
- The identification, implementation, rollout and support of a Virtual Learning Environment.
- Social Media correspondent for Nuclear TV.
- The Continuing Professional Development of internal learning facilitators within the subject of Learning Technologies.

Key Achievements

- Speaking at the Learning Technologies conference 2011 on the subject of 'Getting started with Learning Technologies'
- Confirmed speaker at the Institute of IT Trainers conference in September 2011.
- Entry into the eLearning-age awards 2011.
- Cost saving of over £10,000 in 12 months as a result of using a rapid e-learning authoring solution.
- Designed and implemented a site-wide evaluation process which enhanced the transfer of learning into the workplace using online evaluation measures.
- Facilitation of a National eLearning network workshop on the subject of using video, audio and screencast within learning.
- Redesign of a dedicated Learning Centre including the integration on Learning Technologies.
- Production of guidelines to support the implementation of Social Media throughout the URENCO Group.

Oct 2007 – Oct 2009

Learning & Development Adviser – URENCO (UK) Ltd

Key Achievements

- In partnership with business stakeholders developed project charter/plans, gained sign off from executive Board members, developed and delivered to the Strategic Communications relating to project progress.
- Managed a programme of Train-The-Trainer & Operational Coaching events which produced a pool of 50 CIEH/ILM accredited trainers & coaches to the business.
- Designed and implemented a site-wide evaluation process which enhanced the transfer of learning into the workplace.
- Refurbishment of a dedicated Learning Centre
- Led the delivery of current and fit for purpose Regulatory Training, using a blended learning approach.
- Project managed the rollout of a rapid e-learning authoring programme to the business.
- Secured full/part funding for various learning programmes.

Jul 2006 – Oct 2007

Learning & Development Consultant - Benchmark Training Group

Key Achievements

- Exceeded Networks Rail's target figure of 11,000 students within the first 12 months of training delivery. This resulted in a new 2-year contract being awarded to deliver training to a further 50,000 Rail Industry personnel over the next 2 years. The delivery of the training required an exceptional level of autonomous working due to multi-site locations.
- Completed the Chartered Institute for Personnel & Development, Certificate in Training Practice gaining a merit pass. This programme was completed in order to gain accreditation for the 16 years L&D experience gained, whilst working within the MoD.

Key Responsibilities

- Delivery of high volume regulated technical radio communications training, specific to Rail Industry employees as part of Network Rail's new strategy, designed to develop their communications to a 'world-class' level. This involved a high volume of student attendance, numbering some 11,000.

Oct 2002 – Jul 2006

Training Department Manager, Ministry of Defence

Key Achievements

- Instrumental in the development and implementation of a prototype promotion course prior to its release to a global workforce of approximately 16,000 personnel.

Responsibilities

- Provided people management to a department of approximately 10 personnel, 9 of whom were employed within a permanent training role. Provision of coaching skills and motivation to the department, inspiring them to advance their training abilities and in turn delivering results through others.
- Development, co-ordination and instruction on, up to five, 5-week duration promotion courses per year, involving circa 180 people. This included the process of internally validating the course's content in order to ensure the needs of the organisation were being achieved.

Oct 1990 – Oct 2002

Various UK and overseas locations, Ministry of Defence

Continuing Professional Development

- Certified Membership of the Association of Learning Technologists programme - (ongoing)
- Moodle 2.0 Virtual Learning Environment programme - (Mar 2011)
- Rapid elearning Design programme - (Feb 2011)
- Virtual Classroom (BlackBoard/Illuminate) moderator - (Feb 2011)
- Certificate in Web Content Creation & Management - (Feb 2011)
- Podcasting Masterclass - (2010)
- Getting to Grips with Moodle - Sheffield College - (2010)
- LeTTOL (Learning To Teach OnLine) - Sheffield College (2009)
- NVQ Level 4 in the Co-ordination of Learning & Development Provision (2009)
- E-learning author & Instructional Designer (Atlantic Link products) (2009)
- Member of the Institute of Leadership and Management
- Institute of Leadership & Management (ILM) Approved Trainer - (2008)
- Chartered Institute of Personnel and Development, Certificate in Training Practice (Merit) (07/07)
- University of Greenwich, PGCE/Certificate in Education - (2003)
- Training Needs Analysis (Systems Approach to Training) - (2001)
- Course Designer - (2001)
- Train The Trainer (Trainers package) (2001)
- UK Government Security Clearance (SC) check completed - (09/2007, still current and valid)

Leisure Pursuits

- Mountaineering (National level coaching/instructional qualifications held), running, computing, reading and CPD.