

Dev Kapoor

Corporate Trainer

DK

Ahmedabad, India dev.kapoor@example.com Fictional sample

01 Professional profile

Corporate Trainer with an illustrative 11-year career focused on adult learning, workshop facilitation and workplace practice. Core strengths include Needs analysis, Facilitation and Workshop design. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

Corporate Trainer

Asterline Learning Studio · Ahmedabad

Delivered defined workstreams in adult learning, workshop facilitation and workplace practice, coordinating reviewers and delivery partners.

- Designed scenario-led practice with clear boundaries and peer reflection.
- Built short demonstrations and practice tasks around the actual operational sequence.

Jul 2018 - Jun 2022

Corporate Trainer

Northmere Learning Studio · Ahmedabad

Built a scoped practice in adult learning, workshop facilitation and workplace practice, with a defined review process.

- Used needs analysis and role-play on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Learning Associate

Cedarfield Learning Studio · Ahmedabad

Built foundations through supported assignments, observation and practical feedback.

- Assisted with facilitation and learning assessment, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Needs analysis

Facilitation

Workshop design

Role-play

Learning assessment

Training evaluation

SELECTED WORK

Manager conversations workshop

Facilitator guide and participant workbook

New-process enablement

Training plan and observation checklist

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Learning programmes

Learning people can use the next day.

WORK EXAMPLE 01 / ILLUSTRATIVE

Manager conversations workshop

Context

Managers requested practical support for difficult workplace conversations.

Contribution

Designed scenario-led practice with clear boundaries and peer reflection.

Prepared for handover

Facilitator guide and participant workbook

WORK EXAMPLE 02 / ILLUSTRATIVE

New-process enablement

Context

A new workflow was introduced without hands-on practice.

Contribution

Built short demonstrations and practice tasks around the actual operational sequence.

Prepared for handover

Training plan and observation checklist

04 Education

2013 – 2015

Master's in Adult Education

Asterbridge Institute of Professional Studies
Specialist study with a practice focus on needs analysis and facilitation.

2009 – 2013

Bachelor of Technology / Science in the relevant discipline

Cedarhaven College of Applied Studies
Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Needs analysis - advanced practice workshop

Scenario exercises and peer review in adult learning, workshop facilitation and workplace practice.

2025

Role-play - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Adult learning, workshop facilitation and workplace practice	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.