

Ahmad Itani

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A CIPD and SHRM certified learning and development professional with over 15 years of experience aiming to utilize the acquired training skills and methodologies to deploy programs that will effectively improve performance and enhance morale.

Experience

2006 – PRESENT

Learning & Development Supervisor

FRANSABANK s.a.l. - Lebanon

- Coordinate with HR departments on all employees' matters (transfers, promotions.....)
- Coordinate with subject matter experts (SME) to design and deliver targeted training through live or virtual platforms
- Identify corporate training needs in accordance with the Bank's strategy and objectives, and propose the yearly training plan
- Ensure the continuous alignment of training plans and programs with the business strategy
- Manage the orientation program of new employees and ensure their proper induction
- Control the administration of internal training programs and communicate with participants and their managers to avoid overlaps and work interruption
- Follow-up on training evaluation and on ROTI
- Manage internship programs
- Identify and select qualified trainers inside and outside the Bank
- Manage talent and career development programs in order to build skills of successor and contingent employees (succession planning) and develop leadership and management development programs when needed
- Ensure that all learning interventions offer quality content and use best practice L&D methodologies and exploit modern technologies

Education

JULY 2005

[Bachelor of Business Administration](#)/Hariri Canadian University, Lebanon

Professional Certificates

JANUARY 2018

Level 5 Diploma in Learning & Development/CIPD, UK

SPRING 2015

Society for Human Resources Management – Certified Professional (SHRM-CP)/SHRM, USA

SPRING 2014

Human Resources Business Professional (HRBP)/HRCI, USA

Skills

Active listening • Effective communication • Adaptability • Attention to details • Planning • Microsoft Office (MS Word, Excel, PowerPoint, Visio and Outlook) • Data analytics • Learning design skills

Interests

Listening to Music • Writing • Gaming • Watching documentaries