

Jane Abi Saad

+96170453921 | jane.abi.saad@gmail.com | [LinkedIn](#)

Professional Summary

Industrial-Organizational Psychologist, CPD-accredited Trainer, and ICF-accredited Coach with over 10 years of regional experience across Corporate, Governmental, Non-Governmental, and Educational sectors. Proven track record in training coordination, program implementation, stakeholder engagement, and operational follow-up, supporting the successful delivery of large-scale capacity-building initiatives. Experienced in managing multi-stakeholder projects, coordinating logistics, and ensuring timely execution of learning programs aligned with organizational goals. Passionate about building structured, efficient learning systems and contributing to impactful talent development initiatives.

Key Competencies

- Training Coordination & Program Implementation
- Youth Career Coaching (ACC - ICF) & Employability Development
- Stakeholder Engagement & Cross-functional Collaboration
- Learning Design, Facilitation & Evaluation (CPD Accreditation)
- Monitoring, Reporting & Documentation
- Program Logistics & Operational Support
- Workplace Well-being & Capacity-Building Initiatives

Professional Experience

Learning and Development Lead – Talent Capital | Jul 2025 – March 2026

- Enhanced the L&D systems while introducing and implementing the 70-20-10 model for heads and chiefs levels.
- Designed more than 30 Individual Development Plans (IDPs) and coach the L&D personnel on following up on its implementation.
- Designed and monitored the usage of a PIP (Performance Improvement Plan) for different team members.
- Worked with a Semi-governmental entity in Qatar to review and optimize 70+ HR processes, improving efficiency, clarity, and standardization across functions.
- Developed 500+ competency-based Job Descriptions for an Abu Dhabi Governmental Entity promoting role clarity and alignment with HR best practices.

TOT Expert – Onward (Forward MENA) | July 2025

- Designed and delivered 3-days TOT program for more than 10 teachers and educators from Amel Association empowering them and enhancing their skills as trainers.

Train of Trainers (TOT) Expert – SKOUN NGO | June 2025

- Designed and implemented a 3-days capacity-building program for 7 team members from diverse fields within the Prevention Center for Addiction, strengthening and upgrading their training skills.

Skills Development Trainer – SE Factory (ESA Business School) | Apr 2025 – Jun 2025

- Designed and facilitated interactive online training for a total of 55+ University students and graduates on workplace readiness skills including time management, networking, and professional communication.

Mental Health Trainer Expert – Chedid Capital Group | May 2025

- Designed and delivered a 15 hours customized training to HR staff on workplace mental health, increasing mental health literacy and practical response strategies.
- Led a well-being assessment of the company's workforce, producing a strategic report that informed leadership's wellness action plan with 5 top priorities.

HR Coaching – Mindnavy | Apr 2025

- Coached the General Director of Abou Afif Sweets (Iraq) on writing and structuring Standard Operating Procedures (SOPs) to improve operational clarity and consistency.
- Provided targeted mentorship on HR best practices, contributing to the formalization of internal processes.

Programs Coordination Consultant – CIS College | Mar 2025 – July 2025

- Oversaw the IFC-led Employability Assessment Project across CIS Lebanon, Iraq, and MUC University.
- Piloted the 'Nammi' platform for technical students to access online upskilling content while following up with two team members.

Soft Skills Expert – Berytech | Mar 2025 – Apr 2025

- Trained 11 agritech startup founders on leadership, team dynamics, and communication, strengthening collaboration within startup teams.
- Adapted content to the entrepreneurial context, resulting in stronger internal alignment and improved decision-making among participants.

Employability and Soft Skills Instructor – SE Factory | Feb 2024 – Feb 2025

- Developed and delivered 15+ soft skills topics for tech bootcamps (Full Stack, UI/UX, Data).
- Designed full soft skills schedule for 3 bootcamps simultaneously.
- Ensured training content and delivery align with job-ready skill standards.

Mental Health Trainer Expert – Al Majmouaa & LHDF | Dec 2024

- Facilitated an engaging 2-day mental health workshop for 10+ HR professionals and senior leaders, enhancing organizational understanding of psychosocial risks.
- Developed and localized training content rooted in psychological safety and HR frameworks, leading to 90% satisfaction rates among participants.

Train of Trainers (TOT) Expert – IECD | Jan 2024 – Oct 2024

- Designed and implemented a year-long capacity-building program for 15 Guidance & Employment Officers in TVET technical schools across all Lebanese regions leading their GEOs offices.

Business HR Technical Expert – Mindnavy | Oct 2023 – Dec 2023

- Assessed HR development needs of social enterprises and small businesses to offer tailored technical support for emerging leaders.
- Enabled two enterprises to enhance their internal HR structuring and proposal writing skills, resulting in increased grant competitiveness.

Employability & Soft Skills Trainer – Mindnavy (LINKED) | Mar 2023 – Jun 2023

- Trained over 80 youth across Lebanese regions on stress management, time management, and adaptability.

Skills Trainer – Innovation Consulting Group (ICG) | Jun 2023 – Aug 2023

- Delivered 12 hours of online training to 25+ Saudi employees on innovation and creative thinking in the workplace.
- Enhanced team collaboration and ideation techniques through interactive methods adapted to virtual delivery.

Career Trainer & Coach – The Nawaya Network | Jun 2023 – Sep 2023

- Led a 3-week intensive bootcamp for 20+ youth focused on employability skills like job search, teamwork, problem-solving, job interview preparation and workplace professional etiquette.
- Coached 18 participants through tailored sessions, improving self-awareness and job search competencies.

Employability Officer – Mercy Corps | Jun 2021 – Feb 2023

- Developed over 10 vocational training programs aligned with evolving labor market needs, leading to improved job placement rates.
- Lead end-to-end coordination of training cycles across all vocational programs.
- Built partnerships with 30+ employers and linked trainees to internship and employment opportunities.
- Supported the identification and evaluation of training providers and trainers.

Soft Skills Digitalization Expert – IECD (Mehnati Program) | Jan 2023

- Converted 5 soft skills modules into digital learning formats, increasing access to youth and technical graduates.
- Created engaging, youth-friendly digital activities suited for e-learning platforms.

Work Psychologist & HR Coordinator – ProAble / shareQ NGO | Aug 2016 – Jan 2019

- Trained 200+ youth with disabilities and social challenges on career readiness and workplace adaptation.
- Led the design and facilitation of 3 HR workshops promoting disability inclusion in the workplace.

Education & Certifications

Train of Trainer – Mindnavy (CPD Accreditation) | 2025

Associate Certified Coach (ACC) – International Coaching Federation (ICF) | 2024

Master's degree in Industrial Psychology – Lebanese University | 2021

Bachelor's degree in Psychology – Lebanese University | 2016

Technical & Language Skills

Technical Skills: Experiential Facilitation Techniques | Training Needs Assessment | Curriculum Design and Development | Leadership Framework | Training Evaluation and Impact Assessment | Train the Trainer Delivery | Blended Learning Design | Individual Coaching

Computer and Digital Tools: Microsoft Office Suite | Google Workspace | Zoom | Microsoft Teams | Google Meet | Canva | Microsoft Planner 365

Psychometric Skills: DISC | STRONG personality test | MBTI | Clevry Leadership Assessment | Emotional Intelligence Assessment | PERMA Test | OCEAN Test

Languages: Arabic (Native) | English (Proficient) | French (Intermediate)