

Training And Development Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.

2. Share an experience in which you evaluated an instructor's performance or the effectiveness of a training program and offered a recommendation for improvement with good results.

3. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

4. What is the most challenging part of budgeting for you?

5. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

6. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

7. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

8. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

9. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

10. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

11. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

12. Tell me how you organize, plan, and prioritize your work.

13. What are some long-range objectives that you developed in your last job? What did you do to achieve

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them?

14. Share an experience when you applied new technology or information in your job. How did it help your company?

15. Give me an example of when you thought outside of the box. How did it help your employer?

16. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

17. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

18. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

19. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

20. What is the key to a successful budget?