

# Jane Halstead

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**Objective** To develop and deliver the highest quality learning experiences to support the colleagues in serving our patients and communities. To effectively train colleagues to help improve their job skills for healthier happier work environments, to help with associate retention for greater performance outcomes. To help set the standards for the company to ensure the learning is top notch for all aspects of the learning offered. I am fully committed to encourage continuous learning for myself and the colleagues.

**Experience**                      2015 – Current    Trinity Health                      Livonia, MI

## Instructional Design Consultant

- Design and develop eLearning for Innovation and Process Excellence project. Worked with Subject Matter Experts (SMEs) to design and develop an instructional item to promote the process excellence and innovation process to the colleagues of the health system. The learning solution was created in Captivate and delivered in HealthStream LMS.
- Re-design and develop Safe Choices program for our Just Culture program. Worked with SMEs to create the program for the colleagues of the health system. Leader Guide Pro (Word enhancement program), PowerPoint and HealthStream LMS systems were used to design and deliver this product.
- Design and develop HealthStream Administrator training. This is a cost-saving measure to bring the training of the LMS in-house.

2010 - 2015    Trinity Health                      Livonia, MI

## Senior Instructor

- Developed e-learning for a project tracking program called Clarity. This was created using Captivate 8. The module was a just in time support tool that is in use by the colleagues of Trinity Health.
- Designed and developed an internal website for a Cisco Jabber project, this included using our Electronic Content Management (ECM) system and HTML.
- Working with a sub team to develop the standards and best practices for the delivery of Virtual Classroom Training.
- Project Lead for HealthStream education to bring the training in house. This is being done in a cost saving effort.
- Project Lead for 1Desktop (standardizing the desktop and bringing in Office 2010) learning for the multiple Regional Health Ministries. Coordinated the Learning Management System (HealthStream) registrations for all of the instructors and students to use for metrics tracking.
- Strong HealthStream learning management system working knowledge. Created courses and classes to obtain the metrics and reports to track the learning of the end users in the Regional Health Ministries. Developed the standards for entering the courses in HealthStream to ensure all students could obtain the materials needed for the courses they attend.
- Focus Group Lead for E-Learning focus group. Led the group to create the best practices and standards for the health system to deliver effective e-learning.
- Utilized the Electronic Content Management (ECM) and SharePoint systems for accurate distribution of learning materials for the end users. This system is used to ensure a source of truth for job aids, manuals and learning materials.
- Designed and developed the UAPO e-learning curriculum using rapid development methodology. Captivate was the product used to create the learning modules needed to deliver effective learning. Designed and developed the Video Conference learning solutions, which included virtual training,

print materials, website design and maintenance. Designed and developed the GroupWise 8.0 learning solutions.

- Facilitated Essential Skills for New Leaders (ESNL). ESNL is a leadership program delivered to leaders distributed throughout the United States.
- Certified to facilitate Just Culture – a Culture of Safety. A program that enables colleagues to report errors in a safe environment.
- Mentored fellow colleagues in leading groups. Coached new learners in the design and development of learning solutions.
- Worked with the Website development team. Offering my skills as a photographer to take professional head shots of the staff for print and web purposes. Using HTML to update the website as needed.
- Delivered productivity training to the Central Michigan Regional Health Ministries.
- Managed and maintained the systems curriculum for all of the Computer Applications Instructors across the UEM. Cultivated strong working relationship with outside vendors.

2000 - 2010

Trinity Information Services

Farmington Hills, MI

#### IT Trainer

- Learned and implemented ADDIE techniques for the IS Learning and Development department.
- Delivered productivity training to the Central Michigan Regional Health Ministries.
- Managed and maintained the curriculum for all of the Computer Applications Instructors across the UEM
- Suggested new products that increased earnings by 23%.

1999 - 2000

Micro Software Training

Okemos, MI

#### IT Trainer

- Trained productivity courses for various clients. Traveled to the client organizations to deliver a variety of courses.
- Expanded sales to include new accounts.

1996 - 1999

Jackson Community College

Jackson, MI

#### Adjunct Faculty

- Taught Microsoft Office courses which included Word, Excel, PowerPoint and Access.
- Prepared and administered tests for the students attending the classes.
- Updated and maintained grades for the students attending the classes.

**Education** 2015 – Current Walden University Minneapolis MN  
MSIDT – Masters Instructional Design and Technology

1980 - 1984 Northern Michigan University Marquette, MI  
B.S., Health Education.  
Minor in biology.

**Interests** Volunteer Pet Therapy team, ATD member, computers, outdoor activities, handcrafts. ATD Trained in ADDIE. Certified trainer for Just Culture. Advanced Instructional Design for ELearning Certificate, Virtual Classroom Training Facilitator Certificate