



Sarah Cordiner

***Qualified & Experienced Corporate Trainer/Facilitator & Consultant
(BA Hons Ed & PGCE Ed, TAE)***

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A highly qualified and experienced Corporate Trainer, specialising in Train The Trainer, leadership and management and a range of personal and professional development skills (detailed later in this profile).

Sarah is a Postgraduate Qualified Educator and Adult Education Specialist that has delivered training to over 130,000 students in 168 countries.

Sarah brings you the assurance of over 14 years of experience designing, developing and delivering training to corporates, Government, educational institutions, nonprofits and businesses in all industry sectors - with significant experience in facilitation and people development in the Australian mining, resources, oil & gas and civil infrastructure industries.

Qualified as a TAE and Frontline Management Trainer-Assessor, Sarah specialises in facilitating 'Train the Trainer' programs, workforce development training and leadership and management training (as well as a range of personal and professional development topics) to new staff, right through to management, executive leadership and Board Directors via online, face-to-face and blended delivery.

Sarah has held executive positions, including the '*Executive Director and Head of Campus*' at the University of Notre Dame in Broome WA, holding the record for being the youngest university Director in Australian history and leading the university through a successful RTO re-registration audit and ranking the university at number 1 in the country at the time of her leadership.

Her experience also includes Board Director positions, and was previously the '*WA Manager*' for the National Industry Skills Council for the Mining, Resources and Civil Infrastructure Industry, as well as a Workforce Development Consultant for medium and large organisations.

Sarah's practical experience in frontline and executive roles, as well as theoretical expertise and qualifications, make her a highly dynamic, knowledgeable and professional Corporate Trainer and consultant for organisations looking to add further capability and capacity to their training team.

Sarah is fully insured and contracts as a supplier under a GST-registered PTY Ltd Company that she owns, '*MainTraining Pty Ltd*', (ABN: 74164108954).

Facilitation Style

Sarah is a highly qualified and experienced presenter, facilitator and Trainer-Assessor with a deep knowledge base around Andragogy, the theory and principles of effective adult learning and the acquisition and retention of learning - and even has published books on the topic of adult learning theory and training design.

As such, Sarah's facilitation style is dynamic, adaptive and employs a diverse number of delivery strategies to disseminate and assure the highest level of learning.

Sarah combines multiple learning and teaching methods, confidence building, andragogy and Bloom's Taxonomy to create and deliver training that is as practical, relevant, contextualised and engaging as possible for all participants. Leaving them not only knowledgeable and competent in their topic, but with a measurable increase in self-esteem, confidence and self-efficacy in the topic too.

Sarah applies comprehensive attention to detail in all stages of the facilitation process - including the pre-training preparation stages; ensuring that the aims, objectives, learning outcomes, success measurables, participants and context are thoroughly understood so that the training can be adapted appropriately, compliantly and catered for the most effective learning experience.

Sarah will always adapt training, examples, case studies and general contextualisation to the environment in which the learning will largely be applied to make it meaningful and effective for competent application during and long after the training has taken place.

Sarah is a very energetic, humorous (but professional), effervescent and animated Facilitator that aims to turn even the driest of compliance training into a positive and impactful experience that makes people feel confident, competent and empowered in their work.

Sarah is adept at constantly monitoring the moods, emotions, energies and attitudes in the room, measuring engagement, participation and information processing to keep all participants feeling highly supported, involved and positive about the learning experience.

Sarah is considerate of different learning styles and provides thorough delivery methods, styles and mediums to meet all differing learning needs and preferences.

With significant experience in training compliance and the accredited training/VET sector, Sarah collects, prepares and maintains meticulous records, documentation and paperwork related to all training she facilitates. Compliance guaranteed.

Expertise

Sarah Cordiner is qualified and experienced at delivering the following topics to new entrants, right through management to executive leaders and Board members and can provide one-of, short term and/or long term training in these topics at an introductory and advanced level:

Training, Assessment & Workforce Development Courses Facilitated by Sarah Cordiner	Leadership, Management & Mentoring Courses Facilitated by Sarah Cordiner
<ul style="list-style-type: none">● Train The Trainer - Full Program● Train The trainer - Refresher Program	<ul style="list-style-type: none">● Introduction to Leadership● Introduction to Management

<ul style="list-style-type: none"> ● Professional Presentation, Facilitation & Public Speaking Skills ● Curriculum Design and Development / How To Plan, Design & Develop Effective Learning Programs ● How To Design, Develop & Deliver e-Learning Programs ● How To Teach & Manage Online & Distance Learning Programs ● How To design, Develop and Deliver Blended Learning Programs ● How To Conduct Workforce Planning & Development ● Plan & Design Assessment Activities & Assessment Tools ● How to Assess Competence ● How To Teach Practical Skills ● How To Implement Organisational e-Learning ● How To Maximise Staff Training on a Minimum Budget ● Successfully Managing Online & Distance Learners To Increase Completion & Retention Rates ● Embedding The Principles of Adult Learning into Your Training To Enhance The Learner Experience ● How To Conduct Career Progression & Competency Profiling For Effective Workforce Management ● How To Conduct Effective Workforce Planning & Instructional Design To Meet Workforce Needs ● How To Cultivate a Learning Culture in Your Organisation ● Workforce Career Pathways and Employee Development Mapping 	<ul style="list-style-type: none"> ● Leadership (all levels: New leaders to Executive) ● Management (all levels: New managers to Executive) ● Advanced Leadership & Management (Supervisors, Superintendent, Managers & Executives) ● Leadership and Management Refresher Training ● Excelling Women In Leadership ● Strategic Planning ● Mentoring in The Workplace (For Mentors) ● Mentoring in The Workplace (For Mentees) ● Executive Leadership Training Retreat ● Project Management ● How To Conduct Effective Recruitment & Selection - For New Managers ● How To Conduct a Skills-Related Continuous Improvement Process In Any Business ● How To Conduct Successful Operational Planning To Achieve Company Objectives ● The New Supervisor's Guide To Supervising In The Workplace ● Accelerated Leadership & Management Program ● How To Increase Staff Performance ● Conflict Prevention and Resolution ● Understanding & Using Body Language for Effective Workplace Communication and Relations ● Managing People Through Uncomfortable Changes & Bringing Calm To Unsettled Teams ● Marketing: Online & Digital Marketing and Organic Content Marketing
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Personal & Professional Development Courses Facilitated by Sarah Cordner	Employability, Work-Preparation & Careers Courses Courses Facilitated by Sarah Cordner
<ul style="list-style-type: none"> ● Communication & Interpersonal Skills ● Mental Health Awareness ● Positively Influencing Others & Using Effective Negotiation Skills ● How To manage Manage Yourself, Your Work and Your Personal Effectiveness ● How To Work With People You Hate ● Confidence, Self Esteem & Motivation Building Workshop ● Personal & Professional Goal Setting - How to guarantee success in all you set out to do ● Effective Interpersonal, Body Language & Communication Skills Workshop ● Effective Sales & Selling Skills ● Creative Thinking & Problem Solving Skills ● Cultural Awareness Workshop (Preparing For Equality & Diversity In The Workplace) ● Understanding Australian Workplace Culture – Norms, Roles, Rights & Responsibilities ● Basic IT Skills - Using Microsoft Word, Internet, Emails ● Basic IT for Aspiring Administrators ● Effective Customer Service Workshop ● Effective Money Management Workshop ● Drug And Alcohol Awareness Workshop ● Personal Well Being: Enhance Your Emotional, Physical and Mental Wellness ● Positively Influencing & Gaining Cooperation With Others - How to Easily Build Rapport and Trust. ● Delivering Professional Presentations ● Positive Mindset & Mindfulness ● Productivity, Motivation, Self-Management & Personal Effectiveness Workshop ● How To Be a Highly Effective Personal or Executive Assistant ● How To Significantly Raise Your Professional Profile & Industry Credibility so That Clients, Contacts & Employers Scramble For You & Your Employer ● Using Essential Oils in The Workplace To Transform Your Workplace Environment ● Art 'Therapy' For Professional Positivity, Positive Mindset & Improved Mental Health ● Entrepreneurship and Building an Entrepreneurial Mindset 	<ul style="list-style-type: none"> ● The Work Steps Employability Program - A positive mindset and preparation for your new or future job ● CV Writing And Preparation Workshop ● Interview Preparation Workshop ● Cover & Speculative Letter Writing Workshop ● Mastering a Killer Career Mindset ● Uncover Your True Career Needs ● Effective Job Searching for Career Success ● Analysing Job Vacancies and Meeting Employer Expectations ● Overcoming Limiting Beliefs & Barriers To Work ● Industry Preparation & Awareness Workshops (Find out what training, qualifications, pathways, entry requirements and promotional opportunities are available in your industry)

Qualifications, Courses & Memberships

Title	Date	Provider
Accredited Mental Health First Aider	2021-2024	Mental Health First Aid Australia
WorkSafe WHS Workplace Safety Rep	2019	WorkSafe WA
Diploma in Business	July 2017	Scorpion Training Solutions, Perth
Diploma of Management	Aug 2013	Scorpion Training Solutions, Perth
Certificate IV in Frontline Management	July 2013	Scorpion Training Solutions, Perth
Certificate IV Training and Assessment	Feb 2013	WA Skills Training, Perth
PGCE (Post Graduate Certificate in Education) in Adult Education Incorporating Diploma to Teach in the Lifelong Learning (VET) Sector	2008 / 2010	University of Plymouth, Bicton College Campus
BA (HONS) Education	2005-2008	University of Plymouth, Rolle College Campus, Exmouth
Students Associates Scheme Introduction to Teacher Training, Level 1 & 2 (Key Stage 3) English, IT & Science	2005-2008	University of Exeter
A-Levels X 3 (Grades A-B: Psychology, Art, Geography)	1997-2004	Saint Margaret's School, Magdalen Road, Exeter
GCSE's X 10 (Grades A-C: English Lang/Lit, Maths, Biology, Chemistry, French, Sociology, Art, Geography, Religious Studies)	1996-2004	Saint Margaret's School, Magdalen Road, Exeter
Bronze Duke of Edinburgh Award	2001-2002	Saint Margaret's School, Magdalen Road, Exeter

Other Training

Company	Date	Course Title
Good Things Foundation	2021	Certified Digital Skills Mentor
LinkWest WA	2021	Governance & Board Directors Training
CCI WA	2019	WHS Safety Representatives Card
Cultural Awareness & Cultural Security	2017, 2018, 2019	Nyamba Buru Yawuru, Broome
On-Country Cultural Awareness Immersion Training	2018	Karajarri Traditional Lands Association
On-country Cultural Awareness Training	2014	South West Aboriginal Land and Sea Council

Department of Training & Workforce Development, Perth	2013	Sustainability in Vocational Education and Training
Thiess for Bechtel/Chevron (Scorpion)	2013	Thiess On-Boarding: HSE Culture for Supervisors
Training and Accreditation Council	Feb 2013	RTO Initial and Continuing Registration Information Session
Phuel Training, Sydney	2012	Facilitation Skills for Network Meetings Course
Resources Safety Division	Jul 2012	Department of Mines and Petroleum: Safety and Legislation Information Session
Perth Royal Yacht Club	April 2012	Keelboat and Helm Crew Certificate
OPITO HUET Safety Diver	April 2012	Safety Diver Training & Helicopter Underwater Escape Training Diver
OPITO BOSIET	April 2012	Basic Offshore Safety Induction and Emergency Training, IFAP North Fremantle
PADI	Oct 2011	PADI Open Water Diver
ESF Advance	Jan 2011	Level 5 Leadership and Management + Mentoring Managers
National Commission for Higher Education	2011	Malta Qualifications Council: National Awards System for Lifelong Learning Seminar
European Lifelong Learning	2011	Validating Learning for an Inclusive Society – Validation and RPL Info Session
Bicton College (EdExcel)	2010	Adult Literacy and Adult Numeracy Trainer
Regional Support Centre South West (2010)	2010	Innovative Inductions: Creating Content for Inspiring Staff and Students Course
BusinessLink	April 2009	Self-Employment Business Awareness Training
A4e Ltd	June 2008	Grass Roots Diversity & Equality Training
Exmouth Metro Learning Centre	2008	ITQ Level 2 (ECDL)

Other Accolades - Sarah Cordiner

- Has educated over 130k students in 168 countries
- During the initial outbreak of COVID-19, Sarah donated over \$1.35 MILLION worth of places in her education programs to help people get online.
- Listed by the Huffington Post as "*The Top 50 Must-Follow Female Entrepreneur 2017*"
- Cited in Forbes as an expert in education
- 14 times published author with 5 international number 1 best-selling books in the topics of education and business
- WA Finalist in the Telstra Business Women's Awards 'Young Business Woman of the Year', and WA Finalist for 'Start Up Business of the Year'
- WA Semi-Finalist for the Rural Achievement Awards for the Curtin University 'Teaching Excellence Awards'
- Facilitator for the professional speaking body 'Professional Speakers Australia'
- Host of the 'Course Creators Podcast'
- Host of the 'Course Creators' TV Show on Bizversity
- Blog ranked Number 1 on 'e-Learning Feeds'

- Holds the record for being the youngest university Director in Australian history, and was the most senior leader of one of the most remote university campuses in world campus - that was also ranked number 1 in Australia at the time of her leadership

Some Clients Sarah Has Worked With As a Corporate Facilitator, Training Development Contractor & Workforce Development Consultant:

Advanced Cockpit Flight Training: Was their RTO consultant, enabled them to initial RTO registration, wrote all of their accredited training and assessment and trained all of their staff, amagers and flight instructors in Cert IV Frontline management and Cert IV TAE.

Ausdrill: Workforce development consulting

Rio Tinto Iron Ore: Workforce development consulting

JSW Drilling: Workforce development consulting

ERTECH Holdings: Workforce development consulting and training delivery

La Mancha: Workforce development consulting

McMahons: Workforce development consulting

WBHO Carr Civil: Workforce development consulting

Doorn-Djil Yoordaning: Workforce development consulting

Macphersons: Workforce development consulting

NRW Civil and Mining: Workforce development consulting

Alongside PTSD: Designed, developed and delivered their online program on 'PTSD for Frontline Workers & Their Families', released to Police, Ambulance, Fire and frontline health staff across Australia. I also built and manage their e-learning platform.

Advanced Mining production Systems (AMPS): Assisted with design and development a course in mining and engineering, filmed the e-learning content; providing consulting on their student learning experience, student learning journey and marketing for their international online mining and engineering education.

Anglo Gold Ashanti: Workforce development consulting

Balance Resources: Workforce development consulting

Bank of Valletta: Over 2 years of ongoing personal and professional development training to all national bank staff in a range of topics.

Bechtel-Theiss Project: Workforce development consulting, career pathway mapping for all site staff, training planning & scheduling for pre-employment and ongoing compliance training, development of staff competency profiles, coordination of accredited training with RTOs and acquisition of funds.

BGC Contracting: Workforce development consulting

Boab Health: Workforce development consulting

Broome Chamber of Commerce and Industry: Training and facilitation in a range of topics (outside of my Directorship)

Cape Australia: Workforce development consulting, career pathway mapping, training planning & scheduling for site staff and leadership teams, coordination of accredited training with RTOs and acquisition of funds for training.

Central Mining CMC: Workforce development consulting

Clough: Workforce development consulting

Correctline Civil & Contracting: Workforce development consulting

Collectmore Debt Solutions: Consulting on their staff training, design and development of debt collection training, set-up of their e-learning platform.

Kimberley Small Business Support: Design, development and delivery of a variety of training workshops for businesses across the Kimberley region

Kimberley Group Training: Workforce development consulting

Department of Education: Design and development of a child abuse prevention program for all schools in WA, and e-learning platform in collaboration with Safe4Kids

Edith Cowan University: Academic Teacher/Lecturer on the 'Engineering Experience Program' and the 'Work Preparation Program'

Emory University: Facilitator for all university staff Train the Trainer program for CPD
EVT (Thiess Wheatstone Project): Workforce development consulting, career pathway mapping for all site staff, training planning & scheduling for pre-employment and ongoing compliance training, development of staff competency profiles, coordination of accredited training with RTOs and acquisition of funds.

GCo Electrical: Workforce development consulting

Georgiou: Workforce development consulting

Goomburrup: Workforce development consulting

GoldFields - St Ives Mine Site: Workforce development consulting

Gumala Resources: Workforce development consulting

Home Loan Experts: Design their staff and franchisor e-learning training and set-up their e-learning platform.

International Defense and Aerospace Training: Was their RTO consultant, enabled them to initial registration, wrote all of their accredited training and assessment and trained all of their staff, amagers and flight instructors in Cert IV Frontline management and Cert IV TAE.

International Student Experts: Assisted with the curriculum design, filming and e-learning platform set-up of a course for international students migrating to Australia for educational purposes.

Jim's Franchises (Jlms Mowing, Jims Test and Tag etc): Design, develop and deliver a curriculum of training to franchisees across Australia in a range of business and leadership topics.

Koodaideri Contracting: Workforce development consulting

Leicons - Broad: Workforce development consulting

Leighton - Ichthys Project: Workforce development consulting

LinkForce Engineering: Workforce development consulting

Maicon Engineering: Workforce development consulting

Mallard Contracting: Workforce development consulting

Marra Worra Worra Aboriginal Corporation: Workforce development consulting

Mission Australia: Designed, developed and delivered a range of training programs predominantly in rural, regional and remote Aboriginal communities under the 'Remote Jobs and Communities program'.

Newmont Boddington Gold/Asia-Pacific: Workforce development consulting (I worked on obtaining over \$40k for NBG accredited training under the NWDF back in 2013)

Ngarda: Workforce development consulting

OMSA (Offshore Marine Services Alliance): Workforce development consulting

One Year No Beer: E-learning student experience consulting, Designed and developed curriculum on alcohol abstinence and moderation

RCR Tomlinson: Workforce development consulting

RTO Doctor: Development and editing of accredited training and assessment resources, set-up their e-learning platform, consulted on student experience journey.

Regional Development Australia: Designed and delivered workforce development training to tier members across the Kimberley; designed, developed and delivered a range of other business training including customer service and grant writing; set-up their e-learning platform.

Rhodes Business School: Design and development of accredited training and assessment resources; workforce development consulting

Rio Tinto - Argyle: Workforce development consulting

Safe4Kids:

Sandfire Resources: Workforce development consulting

Saudi Arabian Defence Force: Design and development of accredited training and assessment materials for qualifications in a range of topics for ground staff, refrigeration, flight training and more.

South West Aboriginal Land and Sea Council: Workforce development consulting

SMS Scaffolding: Workforce development consulting

TAFE QLD: Design and development of accredited training and assessment materials for qualifications in a range of topics

TAFE SA: Design and development of accredited training and assessment materials for qualifications in a range of topics

TAFE VIC: Design and development of accredited training and assessment materials for qualifications in a range of topics

Tremco - Roofing & Construction: Design, development and delivery of 'fall prevention training', set-up of e-learning platform

TaxStore: Redesign of staff, broker and customer training on taxation via e-learning

UAE Civil and Mining: Workforce development consulting

WA School of Mines: Workforce development consulting; and designed, developed and delivered the Mentoring Training to mentors and mentees

WA Skills Training: Workforce development consulting for all of their mining, oil & gas and civil construction clients, Trainer-Assessor for Cert IV FLM and Cert IV TAE.

Walton Construction: Workforce development consulting

Whittens Group: Workforce development consulting

Women in Mining WA: Designed, developed and Delivered the Mentoring Training to the new mentors in the Women in Mining & Resources WA mentoring program

Contact Sarah Cordiner

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