

Carrie Slayton, MS, PCC

ICF-Certified Life, Career, Executive Coach

Certified in EQi, MBTI, and Emergenetics

MicroMasters Certification in Instructional Design and Technology

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Experienced and collaborative **Learning and Development Professional** with over 15 years of expertise in human resources management, organizational development, workforce programming, training, instructional design, and coaching. Proven track record in driving organizational growth through innovative learning solutions. Proficient in organizational psychology, personality theory, leadership development, and neuroscience, with a deep grasp of adult learning theories and digital delivery systems. Committed to enhancing adult education through tailored, impactful, and results-driven approaches.

SKILLS AND EXPERTISE

Instructional Design & Training

- Learning Management Systems administration (Docebo, TalentLMS, Xperiencify)
- LMS course design and technology integrations
- Microsoft 365, Teams, Zoom, Webex
- Industry software (Articulate 360 suite, Doodly, Animaker, Adobe Creative Cloud suite, Flipsnack, Screencastomatic, Kapwing, Snagit)
- Project management
- Course material development
- Assessment and rubric development
- Curriculum implementation
- Instructor-Led Training (ILT) and classroom management
- Adult education/Andragogy
- Bloom's Taxonomy
- Kirkpatrick's Levels of Training Evaluation
- AI-Generative Prompt Engineering

Coaching & Facilitation

- Career coaching and mentoring
- Emotional intelligence coaching
- Executive coaching
- ICF Certified Coach Mentoring
- Group facilitation and team workshops
- Succession Planning
- Emergenetics

Operational

- Performance Management System administration
- Capital and Operational budgets
- Budget-driven performance metrics
- RFP process
- Advanced Excel skills
- Supervisory Skills
- Strategic Planning

PROFESSIONAL EXPERIENCE

Organizational Development Coordinator

ACCGov (Current)

Key Coordinator Roles

Certified Instructional Designer

- Develop training curriculum and learning plans using instructional design methodologies, focusing on course material, curriculum implementation, and assessment development.
- Collaborate with subject matter experts to design and deliver internal workforce development programs, optimizing employee growth for Pcard User Training, CDL Theory Instruction, PerPro system training, Innovation Ambassador Program eLearning experiences creator (ongoing) and Service-Learning Project rubric design, Stepping Up to Supervision Final Project rubric design.

Learning Management System Administrator

- Administer and maintain the Learning Management System (LMS), overseeing troubleshooting, API integrations, and vendor relations, ensuring smooth functionality.
- Run user and course material audits and report utilization metrics.

- Design and integrate LMS courses with instructional technology, enhancing employee learning experiences.
- Coordinated with Public Information Office and DA to create and deliver a 5-lesson learning plan for approximately 500 Boards, Authorities and Commissions members (non-employees).

Performance System Administrator

- Successfully introduced the first performance management system to 1500+ employees, changing our organizational culture from a paper-based, annualized performance review process to a biannual review, digitized process. Created all training content and job aids for all user groups, combined ILT and eLearning video training, and provided ongoing helpdesk support.
- Administer and maintain the system, supporting departmental requests for system configurations. Coordinated with public safety departments to meet their CALEA certification requirements with customized system configurations to meet departmental needs.

ICF-Certified Coach (PCC)

- Provide coaching services, addressing employee needs such as executive, career, professional development, and personal growth. Includes resume reviews and interview preparation.

OD Operations Support

- Produce budget-driven performance measures and metrics, contributing to informed decision-making and strategic planning.
- Co-manage Capital and Operating budgets, demonstrating fiscal responsibility and efficient resource allocation.
- Support current leadership programs with co-instruction and logistical needs.

Organizational Development Lead Trainer (+ICF-Certified Coach)

ACCGov (2012 – April 2023)

Developed comprehensive training curriculum and learning plans, delivering instructional-led training for professional development and specialized workshops. Offered diverse coaching services, catering to individual employee needs such as executive, career, professional development, personal growth, and performance improvement. Strategically incorporated budget-driven performance measures and metrics into annual plans, enhancing data-informed decision-making.

Key Contributions

- As ACCGov's inaugural LMS Administrator, collaborated with IT to oversee critical IT Security Training, achieving a 92% completion rate by the deadline.
- Orchestrated the rapid rollout of training for the transition to a new financial system software, successfully training all users within three weeks.
- Led the LMS/PerPro project (2019-2021), authoring the RFP, managing the evaluation process, and serving as Project Manager for the implementation of both systems. Ran a pilot test group for the new performance management system.
- Pioneered internal ICF-certified coaching, reinforcing OD's commitment to fostering employee development. Attained ICF-Certified Coach (PCC) status, demonstrating expertise in coaching and mentoring.
- Researched, developed, and delivered approximately 50 evidence-based classes, ranging from Supervisory Skills to Epic Graphic Design, showcasing a broad spectrum of topics.

Senior Human Resources Generalist and Benefits Analyst

ACCGov (2007 – 2012)

Managed comprehensive employee benefits administration, overseeing health, dental, COBRA, FMLA, LTD/STD claims, and life insurance claims for a workforce of ~1500. Reconciled benefits invoicing with HR's \$15+ million budget, enhancing fiscal accuracy. Conducted analyses for actuarial reviews and budget rate cycles, contributing to data-driven decision-making. Created and facilitated new hire orientations bi-weekly, ensuring smooth onboarding processes. Administered retiree insurance, pension, and life insurance benefits for ~400 retirees, addressing their needs effectively. Engineered a dedicated vested employee database, streamlining benefits management.

Key Contributions

- Led internal audits identifying pension-related errors, resulting in ~\$200K savings and improved benefits accuracy.
- Designed intricate formulas in the HRIS payroll system, eliminating \$17K in vendor programming costs.
- Pioneered a 4-hour retirement planning seminar, benefiting employees with 10–20-year retirement horizons, covering pension, deferred compensation, social security, estate planning, and life insurance.

Human Resources Coordinator and Administrative Assistant to the CFO

The Georgia Club (2004 – 2006)

Maintained employee personnel files, processed terminations and new hires, Workers' Comp claims, benefits statement reconciliation; assisted with payroll; tracked monthly employee awards program; redesigned and managed the monthly employee newsletter. Processed all accounts payable invoices and payments weekly and prepared annual investors report.

EDUCATION

Master of Science in Human Resource Management, Capella University (2008)

CERTIFICATIONS, MEMBERSHIPS, AND CONTINUING EDUCATION

Professional Certifications

- **MicroMasters Instructional Design and Technology** by University of Maryland Global Campus (2022)
 - ✓ 32-week, portfolio-driven curriculum: Learning Theories (100X), Instructional Design Models (200X), Digital Media/Tools/Technology (300X), Capstone Project (400X)
 - ✓ Online portfolio: <https://www.cosmicxp.com/>
- **Professional Certified Coach (PCC)** by the International Coaching Federation (2020)
 - ✓ Online presence: <https://www.cosmiccoaching.org/>
- **Certified NLP Coach** by Goal Imagery Institute (2019)
- **Certified Life, Career, and Executive Coach** by Goal Imagery Institute (2018)
- **Certified EQ-i 2.0 | EQ360** practitioner by High Performing Systems (2018)
- **Certified Emergenetics Associate** by Emergenetics International (2017)
- **Certified MBTI** practitioner by CAPT (2014)
- **Certified Human Resource Administrator** by Georgia Local Government Personnel Association (2010)

Professional Memberships

- ICF (since 2017)
- ICF Coach Mentor (2023)
- Emergenetics (since 2017)

Continuing Education

- The Neuroscience of Change for Coaches (2020)
- Dreamwork for Coaches (2019)

VOLUNTEER AND PRO BONO ACTIVITIES

Georgia Municipal Association (GMA)

- 2021 – Present: **Annual GMA Conference** (Savannah, GA)
 - Cohost with GMA presenters to deliver “Introduction to Succession Planning” workshop.
- 2023: **Small Cities Conference** (Dublin, GA)
 - Cohost with GMA presenters to deliver “Introduction to Succession Planning” workshop.
- 2022 – 2023: **Atlanta, GA; Thomasville, GA; Athens, GA**
 - Cohost with GMA presenters to deliver “Succession Planning: Keys to Success” 6-hour training.