



Meena Sahal
Instructional Designer

Personal Profile

I am an instructional designer with eight years of experience in designing, developing, and delivering effective trainings.

Work Permit: I hold a BELGIAN PR which is valid until 30/12/2035 so NO WP required

Relationship: Married and I'm a mother of a sweet baby girl

My Creations

Ready to see my creative side? Visit my E-Portfolio [here](#).

Languages Known

- English: C1
- French: A1
- Hindi: C1

Contact Information

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Career Summary

Carba Research, Belgium: Jun 2024-Present

- Product Owner for Talmundo, responsible for designing and developing onboarding, offboarding, and 30/90/180-day check-in materials to support employee lifecycle and align new hires with company culture and values.
- Designed and delivered E-Learning modules using Articulate Rise and 360Learning.
- Administered 360Learning LMS: user management, SCORM uploads, content organisation, and analytics reporting for employees and clients.
- Created and managed detailed training reports on key learning metrics/KPIs to inform Leadership and for Federal Learning Accounts initiative.
- Created learning assets such as video trainings (Vyond), training catalogues, Performance Review toolkits, handouts, L&D newsletters promoting courses.

- Supported leadership development and talent initiatives, including a personalised career growth platform (myCC) with skill mapping and learning plans.
- Connected Manager Program (Open Water): Operations Lead & Indirect Participant: Selected to oversee the coordination and support of this executive leadership initiative. Gained comprehensive exposure to the full curriculum through session monitoring.

Deloitte, Belgium: Sep 2021-Feb 2024

- Drafted and refined tailored content for Request for Proposals (RFPs), managing competing deadlines and ensuring all client-specific evaluation criteria were addressed.
- Developed E-Learning courses for VDAB
- Built interactive courses on Rise for an international sports committee (Olympics).
- Designed student workbooks for a government institute (TAFE) and uploaded them as learning packages on Moodle for better engagement, tracking, and reporting.
- Performed quality checks of the student workbooks and learning packages.
- Performed market research on course authoring tools, LMS, and LCMS like SANA Labs, Totara, EdApp, etc.

Euforea, Belgium: Feb 2021-Aug 2021

- Co-lead the E-Learning department.
- Created E-Learning materials for patients and healthcare professionals. It includes pocket guides, videos, web-based trainings, infographics, etc.
- Uploaded and managed the courses on the LMS platform.

Check N Click Learning and Technologies Pvt. Ltd, India: Feb 2020-Feb 2021

- Worked as a Freelance Instructional Designer.
- Designed, developed, and edited videos on soft skill topics using Camtasia.
- Generated audio files using Speechelo.

Tata Consultancy Services, India: Jan 2017-Jan 2020

- Designed and developed trainings for Automobile, Life-science, Manufacturing, Banking and Finance sector.
- Created training modules using ADDIE model from scratch.
- Worked closely with the SMEs and team mates to ensure the materials flow smoothly.
- Respected and followed the timeline of each project without compromising on quality.
- Managed to work on multiple projects at the same time.
- Received TCS gems thrice as a token of appreciation.

Aeronube Technology, India: Sep 2016-Oct 2016

- Evaluated and classified the questions of McGraw Hill Publications as per Revised Bloom's Taxonomy and Webb's Depth of Knowledge level.

- Reviewed similar task performed by my team members.

Kalyanaraman Strategic Management Consultants, India: May 2016-Jul 2016

- Analysed the content and created learning objectives.
- Designed E-Learning courses for financial organisations using ADDIE model.
- Reviewed web-based trainings.

Ocwen Financial Solutions Private Limited, India: Nov 2011-Jul 2014

- Worked as a quality analyst and an acting team leader in the foreclosure team.
- Performed quality check on the mortgage loans (HAMP/NON-HAMP) approved/rejected by the underwriting team.

Educational Training

Shreemati Nathibai Damodar Thackersey Women's University, India: Master of Arts in Educational Technology: 2014-2016

- Learned various learning concepts such as, the ADDIE model, Bloom's Taxonomy, Gagne's Nine Events of Instruction, Dick and Carey Model of Instructional System Design, Kirkpatrick's Model of Training Evaluation, synchronous and asynchronous learning, online and blended learning, etc.
- Designed storyboards, developed curriculum plans, created session plans, and created a blueprint.
- Conducted research, workshop, seminar, and webinar on the following topics:
 - Research - Comparative Study of the Usability of Click vs Scroll. Developed the learning package using eXe and embedded on Moodle
 - Workshop - WizIQ
 - Seminar - Canva
 - Webinar - Screencasting

St. Andrew's College of Arts, Science, and Commerce, India: Bachelor of Mass Media: 2007-2010

- Learned topics like advertising, mass communication, visual communication, etc. Most of the subjects contribute to my existing profile.

Technical Skills

Course Authoring:

Articulate Storyline, Articulate Rise, Camtasia, Adobe Premiere Pro, Adobe Captivate, eXeLearning, Active Presenter, Smart Builder, Elucidat.

Learning Management Systems:

360Learning, Moodle, WizIQ, Talent LMS, Schoology, Canvas LMS, Docebo, Absorb LMS

Website:

Wordpress, Namecheap, Weebly.

Other Applications/Tools:

MS Office Applications, Canva, Vyond, Prezi, Slack, Trello, Audacity, Speechelo, SharePoint, Pixton, Bitstrips, Focusky, Moovly, Explandio