



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Skills of designing, preparing and evaluating training bags

Objectives

- Improve the internal and external efficiency of university education institutions.
- Define the goals and objectives of university education and the operational mechanisms to achieve them.
- Improving the output of higher education institutions
- Description of scientific courses and methods of measurement and rotation.
- Improving the educational environment

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Integrated approach to the training process
- (The importance of training fields, its relationship with administrative development, the components of the training process, the foundations of effective training, training and education).

DAY 2

- . Understanding Training Package concept includes:
- (The concept of training bag, why training bags ?, the importance of training bags, types of training bags, when and how to rely on ready-made bags ?, contents and structure of the training bag)



DAY 3

- Basic components of the training bag
- (Basic components of the training bag, contents and structure of the training bag with IMAS matrix, bio variables in the training bag)

DAY 4

- Preparation of training bags
- (CP3) in the design of training bags, determining training decisions, training decision making standards, determining training time, standards for assembling and organizing training content, program objectives , The program guide, the training methods used, the training media used, the design and the construction phase, the identification of topics and references used, the division of the contents of the bag into modules or training packages)

DAY 5

- . Training workshops for the application of scientific skills
- Training workshops are held on a daily basis and the trainee is evaluated through the continuous evaluation form. The trainee receives a copy of the form supported by a graph of his performance level and feedback for daily improvement.



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