



Education Affairs
Faculty and Leadership Development Center

Annual Plan of Training Programmes for Staff Members in the Academy
Within the period from January 1, 2015 to the end of December, 2015 – Location: Alexandria

Month	Faculty Members' Development Courses					Educational Preparation Course
		Teaching & education systems courses	Scientific research courses	Group communication & interaction courses	Management & leadership skills courses	
January 2015	Name & code of course	Using technology in teaching T1		Communication skills in various educational patterns C1		
	Date	Monday 26 – Tuesday 27		Wednesday 28 – Thursday 29		
	Week	Mid-year holiday		Mid-year holiday		
February 2015	Name & code of course	Credit hours system & academic advising T2	Research team management R2			Educational Preparation Course (From 1 to 5 of February 2015)
	Date	Monday 23 – Tuesday 24	Wednesday 25 – Thursday 26			
	Week	3	3			
March 2015	Name & code of course	Exam systems and students' assessment T3			Problem solving and decision making L5	
	Date	Monday 2 – Tuesday 3			Wednesday 4 – Thursday 5	
	Week	4			4	
April 2015	Name & code of course	Quality standards in the education process T4	Preparing competitive projects for financing research R3			
	Date	Monday 6 – Tuesday 7	Wednesday 8 – Thursday 9			
	Week	9	9			



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May 2015	Quarterly tests period					
June 2015	Name & code of course		Scientific research ethics R4	Organizing scientific conferences C3	University management L2	
	Date		Monday 8 – Tuesday 9	Wednesday 10 – Thursday 11	Monday 15 – Tuesday 16	
	Week		Summer semester	Summer semester	Summer semester	
July 2015	Holy Month of Ramadan					
August 2015	Name & code of course		International publishing of research papers R1	Effective presentation skills C2	Strategic planning L1	Educational Preparation Course (From 23 rd to 27 th , August 2015)
	Date		Monday 17 – Tuesday 18	Monday 10 – Tuesday 11	Wednesday 12 – Thursday 13	
	Week		End of year vacation	End of year vacation	End of year vacation	
September 2015	Name & code of course			Professional behaviour & conduct of university work C3	Human resources and the financial, material, and legal factors in the Academy L3	
	Date			Monday 8/31 – Tuesday 9/1	Wednesday 2 – Thursday 3	
	Week			End of year vacation	End of year vacation	
October 2015	Name & code of course	Electronic education T5			Effective meeting management	



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					and time management
	Date	Monday 12 – Tuesday 13			Wednesday 14 – Thursday 15
	Week	4			4
November 2015	Name & code of course		References management systems		Crisis and disaster management
	Date		Monday 16 – Tuesday 17		Wednesday 18 – Thursday 19
	Week		9		9
December 2015	Quarterly tests period				

- Courses dates were scheduled during quarterly vacations.
- Courses were scheduled among the following weeks: Fourth, fifth, ninth and tenth weeks of each semester.
- Quarterly tests months (May & December) were excluded.
- Courses are held two times monthly during study.
- Educational preparation courses are usually held before commencing each semester or when faculties need.