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: Cairo

Month	Faculty Members' Development Courses					Educational Preparation Course
		Teaching skills & education systems courses	Scientific research courses	Group communication & interaction courses	Management & leadership skills courses	
February 2015	Name & code of course	Using technology in teaching T1		Communication skills in various educational patterns C1		Educational Preparation Course (From 1 to 5 of February 2015)
	Date	16 - 17		18 – 19		
	Week	2		2		
March 2015	Name & code of course		International publishing of research R1		Effective Meeting and time management L4	
	Date		9 – 10		11 – 12	
	Week		5		5	
April 2015	Name & code of course	Systems of exams and students' assessment				
	Date	15 – 16				
	Week	10				

May 2015	Quarterly tests period					
June 2015	Name & code of course		Preparing competitive projects for financing research R3			
	Date		15 – 14			
	Week		Summer semester			
July 2015	Holy Month of Ramadan					
August 2015	Name & code of course	Quality standards in the education process T4		Professional behaviors & conducts of university work		Educational Preparation Course (From 23 to 27 of August 2015)
	Date	10 – 9		20 – 19		
	Week	End-year vacation		End-year vacation		
September 2015	Name & code of course		Research team management R2		Problem solving and decision making L5	
	Date		8 – 7		10 – 9	
	Week		End-year vacation		End-year vacation	

October 2015	Name & code of course			Effective presentation skills C2	Strategic planning	
	Date			20 – 19	22 – 21	
	Week			5	5	
November 2015	Name & code of course		Scientific research ethics R4	Organizing scientific conferences C3		
	Date		24 - 23	26 - 25		
	Week		10	10		
December 2015	Quarterly tests period					