

Training Plan

for

Faculty of Medicine Staff and Assistant Staff members

In the Period from 01/1/2019-31/12/2019



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Teaching evaluation		Workshop	Target Group	Date	Time	Trainer	Means	Avenue	Assessment Method
	Student examination evaluation	Members of examination committees	April 2019 September 2019	9.30 a.m. - 2.30 p.m.	Student assessment center	1- Power Point 2- Trainee's Manual 3- Trainer's Manual 4- Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests	
	Table of specification and blue print								March 2019 September 2019

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Fundamentals of medical education						
Workshop	Target Group	Date	Time	Trainer	Means	Avenue
Student Engagement Approaches	Staff members and assistant staff	08-09/01/2019 22-23/01/2019	9.30 a.m. - 2.30 p.m.	Prof. Amira Waly Dr. Nermien Attia Dr. Rehab El Sokkary Dr. Shereen Bahgat Prof. Nagwa Samy Dr. Yara El Fakharany	1- Power Point 2-Board and papers	MEC
		13-17/01/2019	9.30 a.m. - 2.30 p.m.	British Council Trainers	1- Power Point 2-Board and papers	
Assessment in The Competency Based Program: Item Writing	Staff members and assistant staff	16/01/2019 21/01/2019		Prof. Reem Abbas Dr. Rehab El Sokkary Dr. Yara El Fakharany	1- Power Point 2-Board and papers	MEC
		March 2019 April 2019				
S2 Modules Content Review Feedback	Staff members and assistant staff	20/01/2019		Prof. Wafaa Fawzy Prof. Amira Waly	1- Power Point 2-Board and papers	MEC

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	Student Engagement Approaches for the English Modules Team	22-23/01/2019		Prof. Amira Waly Dr. Nermien Attia	1- Power Point 2-Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation
Application of professional health care practice module	February 2019		Prof. Amira Waly Dr. Rehab El Sokkary	1- Power Point 2-Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation	
Active learning in competency based program	March 2019 September 2019		Prof. Amira Waly Dr. Nermien Attia Dr. Rehab El Sokkary Dr. Shereen Bahgat	1- Power Point 2-Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation	
Student monitoring and academic advisors	March 2019 September 2019		Prof. Marwa Abaas Prof. Wafaa Fawzi	1- Power Point 2-Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer valuation	

Workshop	Target group	Date	Time	Trainer	Means	Avenue	Assessment Method
Project management	All Staff member And assist. staff	3/2019	9:30 a.m.- 2:30 p.m.	Project management unit	1- Power Point 2- Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation
		12/2019					
		4/2019	9:30 a.m.- 2:30 p.m.	Project management unit	1- Power Point 2- Board and papers	MEC	
How to apply to founding authorities		10/2019					

Workshop	Target group	Date	Time	Trainer	Means	Venue	Assessment Method
Crisis Management	All Staff member And assist. staff	4/2019	9:30 a.m. - 2:30 p.m.	Crisis management unit	1- Power Point 2- Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation
		9/2019					

Workshop	Target group	Date	Time	Trainer	Means	Venue	Assessment Method
Research skills	All Staff member And assist. staff	3/2019 7/2019 11/2019	9:30 a.m. - 2:30 p.m.	Scientific research unit	1- Power Point 2- Board and papers	MEC	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation
		3/2019 7/2019 11/2019	9:30 a.m.- 2:30 p.m.	Scientific research unit	1- Power Point 2- Board and papers	MEC	
Methodology & statistics							

Workshop	Target group	Date	Time	Trainer	Means	Venue	Assessment Method					
Research methodology	Assistant staff members	Once/ month	9:30 a.m. - 2:30 p.m.	IRB unit	1- Power Point 2- Board and papers	Scientific medical center	1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation					
							Once/ month	9:30 a.m.- 2:30 p.m.	IRB unit	1- Power Point 2- Board and papers	Scientific medical center	
							Once/ month	9:30 a.m.- 2:30 p.m.	IRB unit	1- Power Point 2- Board and papers	Scientific medical center	
Introduction to scientific research & international publication												
Methodology & statistics												
Research ethics												

Research methodology, international publication & research ethics for assistant staff									
Workshop	Outlines	Target group	Date	Time	Trainer	Means	Venue	Resources	Assessment Method
Introduction to scientific research & international publication	<ul style="list-style-type: none"> - how to write scientific paper -title -objectives -Abstract - How to introduce a paper for international publication 	Assistant staff members	Once/ month	9:30 a.m.- 2:30 p.m.	IRB unit	1- Power Point 2- Board and papers	Scientific medical center		1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers: 1-Trainees Feedback 2- self evaluation 3-Peer evaluation
Methodology & statistics	<ul style="list-style-type: none"> - Identify diagrams, tables, numerical measure of location & dispersion. - Explain probability, probability distribution and normal distribution curve. - Describe samples, sampling, and methods - Identify and outline the different studies 		Once/ month	9:30 a.m.- 2:30 p.m.	IRB unit	1- Power Point 2- Board and papers	Scientific medical center		
Research ethics	<ul style="list-style-type: none"> -criteria of valid scientific research -Criteria of informed consent Intellectual property rights -plagiarism 		Once/ month	9:30 a.m.- 2:30 p.m.	Medical ethics unit	1- Power Point 2- Board and papers	Scientific medical center		

Section 2: training plan for students & interns

Workshop	Outlines	Target group	Date	Time	Trainer	Means	Venue	Resources	Assessment Method
Research Methodology & statistics	<ul style="list-style-type: none"> - How to search the pubmed. - basics of research methodology Basics of research statistics Components of a research paper 	Medical students and interns	July 2019	9:30 a.m. - 2:30 p.m.	Community medicine department QA unit	<ul style="list-style-type: none"> 1- Power Point 2- Board and papers 	Scientific medical center		1- For Trainees: 1- Attendance 2- Trainer evaluation 3- Pre & post tests 2- For Trainers:
Career planning and development	<ul style="list-style-type: none"> Career personality assessment Identify your career anchor How to select your speciality 		March 2019	9:30 a.m. - 2:30 p.m.	QA unit HRM unit	<ul style="list-style-type: none"> 1- Power Point 2- Board and papers 	Scientific medical center		1- Trainees Feedback 2- self evaluation 3- Peer evaluation
Communication skills	<ul style="list-style-type: none"> Identify common communication problems Develop skills on asking questions Develop active listening skills and empathetically 		July 2019	9:30 a.m. - 2:30 p.m.	Curriculum committee	<ul style="list-style-type: none"> 1- Power Point 2- Board and papers 	Scientific medical center		



Training Plan for Faculty Administrative Members

For the Period from 01/1/2019-31/12/2019



برنامج رفع مهارات السكرتارية التنفيذية وحديثي التعيين بالادارات والمكاتب الادارية

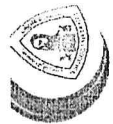
الموضوع	محاوور ورشة العمل	التاريخ	الوقت	المدرسون	القاعة	الامكانات	التقييم
برنامج مهارات السكرتارية التنفيذية الاحترافية	مهارات السكرتارية التنفيذية (الجزء الاول)	٢٠١٩ - ٧	9.30 am - 2.30 pm	المدرّب: وحدة تطوير الموارد البشرية	مركز تطوير التعليم	قاعة مجهزة بجهاز عرض- سيورة اوراق اقلام	استطلاع رأى المتدرب في المدرب الدورة- المدرب اختبار قبلي ويعدى
	مهارات السكرتارية التنفيذية (الجزء الاول)	٢٠١٩ - ٧	9.30 am - 12.30 pm	المدرّب: وحدة تطوير الموارد البشرية	مركز تطوير التعليم	قاعة مجهزة بجهاز عرض- سيورة اوراق اقلام	استطلاع رأى المتدرب في المدرب الدورة- المدرب اختبار قبلي ويعدى
	التوثيق الادارى وكتابة التقارير	٢٠١٩ - ٧	9.30 am - 2.30 pm	المدرّب: وحدة تطوير الموارد البشرية	مركز تطوير التعليم	قاعة مجهزة بجهاز عرض- سيورة اوراق اقلام	استطلاع رأى المتدرب في المدرب الدورة- المدرب اختبار قبلي ويعدى
برنامج مهارات الكمبيوتر	MS windows - word- Excel- PPP-	١٢ يوم تدريبي- ٢٠١٩	9.30 am - 2.30 pm	المدرّب: مركز تقنية الاتصالات والمعلومات	المكتبة الرقمية	قاعة مجهزة بالكمبيوترات - جهاز عرض- سيورة اوراق اقلام	استطلاع رأى المتدرب في المدرب الدورة- المدرب اختبار قبلي ويعدى
برنامج الاحصاء الطبى للعاملين بالكنترولات- المكتبة الرقمية-الدراسات العليا	SPSS	١٢ يوم تدريبي- ٢٠١٩	9.30 am - 2.30 pm	المدرّب: مركز تقنية الاتصالات والمعلومات	المكتبة الرقمية	قاعة مجهزة بالكمبيوترات - جهاز عرض- سيورة اوراق اقلام	استطلاع رأى المتدرب في المدرب الدورة- المدرب اختبار قبلي ويعدى



دورات تخصصية لكل إدارة

التقييم	الامكانيات	القاعة	المدرسون	الوقت	التاريخ	الفئة المستهدفة	الموضوع
			تدريب خارجي بوزارة المالية (٥ ايام تدريبية)	9.30 am - 2.30 pm	٢٠١٩ -٥	إدارة الموازنة والحسابات (٥ ايام تدريبية)	برنامج حسابات الحكومة والادارات المالية
			- تدريب خارجي بوزارة المالية (٥ ايام تدريبية)	9.30 am - 2.30 pm	٢٠١٩ -٥	إدارة الموازنة والحسابات	برنامج الضريبة على الدخل
			تدريب خارجي بوزارة المالية (٥ ايام تدريبية)	9.30 am - 2.30 pm	٢٠١٩ -3	إدارة الموازنة والحسابات	برنامج المتاحقات والمزايدات في ظل قانون ٨٩ لسنة ٩٨ وتعديلاته
			تدريب خارجي بوزارة المالية (٥ ايام تدريبية) أو الاستعانة بمدرسين من كلية التجارة عند عدم التمكن من تنفيذ التدريب بوزارة المالية	9.30 am - 2.30 pm	٢٠١٩ -2	إدارة الموازنة والحسابات	دورة الحسابات الختامية

Leadership development program



- Training Evaluation

Evaluation of the training plan will be through Kirkpatrick's four level evaluation of training programmes; response, learning, behaviour, and impact/organisational change levels.

Type of Evaluation	Purpose	Method	Implementation Time
1- Response Level	<ul style="list-style-type: none">- To know how the customers feel about the program they have attended.- To make whatever changes are necessary to improve the program.	<ul style="list-style-type: none">- Formative assessment through a training-day satisfaction questionnaire- Summative assessment through a programme satisfaction questionnaire	<ul style="list-style-type: none">- At the end of each training day- At the end of the programme
2- Learning Level	<ul style="list-style-type: none">- To measure the increase in knowledge and change in attitude	<ul style="list-style-type: none">- Pre- and post tests	<ul style="list-style-type: none">-Pre-test: before the beginning of the programme- Post-test: at the end of the programme
3- Behaviour Level	<ul style="list-style-type: none">- To measure acquisition of knowledge and skills	<ul style="list-style-type: none">- Surveys and questionnaires- Checklists	<ul style="list-style-type: none">- Microteaching sessions in the participants in the final day of the course- Seminars presented by the participants in their departments

عميد الكلية

أ.د. عبد المنعم أبو شرح



مدير وحدة تطوير الموارد البشرية

أ.م.د. ايمن عبد الباري

أ.م.د. ايمن عبد الباري