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| King Faisal University Deanship of Development and Quality Assurance |
| Training Program Proposal |

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| Trainer Information | | | | |
| Name: | | | | |
|  | | | | |
| Bachelor 🞏 🞏 Masters 🞏 PhD Degree: | | | | |
| 🞏 Prof. Associate Prof. 🞏 🞏 Assistant Prof. 🞏Lecturer 🞏Teaching Assistant Academic Rank | | | | |
| College: Department: Major: | | | | |
| IP | Extension: | | | Landline: |
| KFU-Email: | | Mobile No. : | | |
| Previous Training Program Presented ( Approved certificates of the following must be attached: Trainer Certificate(s), Certificate(s) of Attendance in addition to any other activities )  1. ……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..  2. ……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..  3. ……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..  4. ……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..……..…….. | | | | |
| Training Program Information | | | | |
| Program Field: 🞏 Teaching and Learning Skills 🞏 IT Skills 🞏 Research Skills 🞏 General Skills  🞏 Quality Assurance 🞏 Investment and Entrepreneurship 🞏 Community Engagement | | | | |
| Topic: | | | | |
| Program Title: | | | | |
| Training Program Level 🞏 beginner 🞏 intermediate 🞏 advanced | | | | |
| Target Category:  🞏 Faculty Members 🞏 Administrative Staff 🞏 Students 🞏 Postgraduates  (male/female) (male/female) (male/female) (male/female) | | | | |
| Suitable Venue: 🞏 Hall 🞏 PC Lab. 🞏 Auditorium | | | | |
| Additional Facilities: | | | | |
| Duration: no more than 6 hours/ 2 days | | | | |
| Medium of Instruction: 🞏 English 🞏 Arabic | | | | |
| Who is this Program for? | | | | |
| Target Category:  🞏 Faculty Members (Male) 🞏 Faculty Members (Female)    Who do you think is the target audience? What previous skills, if exist, should they have? | | | | |
| Program Description | | | | |
| Detailed description of no more than five lines. | | | | |
| Program Objectives | | | | |
| 1. The General Objective  2. Specific Objectives  1.  2.  3.  4. | | | | |
| Program Outcomes | | | | |
| Program outcomes should be listed in brief  At the end of the program, trainees are expected to be able to:  1.  2.  3.  4. | | | | |
| Activities | | | | |
| Practical and training activities used to facilitate the training program  ( Trainer must use multiple training strategies. 50% of the training activities should be done by the trainees) | | | | |
| References | | | | |
| References and sources referred to: | | | | |
| Presentation Items | | | | |
| List the most important titles and sub-titles | | | | |
| 5896011 | | | For more information contact: | |

Regulations:

1. No proposal will be reviewed unless it meets all the mentioned above conditions.
2. Trainers will only be provided by the facilities mentioned in the (Additional Facilities) field.
3. Updated CV, showing training experiences, should be attached to this form.
4. A detailed schedule of the program should be attached.
5. An interview is a must when the proposal is initially approved.
6. Trainer must use multiple training strategies. 50% of the training activities should be done by the trainees.