

Technical specifications for the training packages content

Technical specifications that should be followed when designing or preparing the training packages:

Cover	Includes the logo of Princess Nourah bint Abdulrahman University, the title of the training program, the name of the package designer and the year of issue (Gregorian).
Data enclosed with the cover	The training package should include: introduction, table of contents, guidelines for the training package, training charter, objectives, time plan, target group, and training tools. These pages should not be numbered.
Introduction	it includes: an introduction that shows the importance of the topic and acknowledgement section for the training program participants for their participation in the program.
Guidelines	In this section a set of guidelines are presented that enables participants to interact with the trainer, the training program, and among the other trainees. The guidelines also explain the training methodology and its mechanisms.
Time plan	It contains a table that clarifies: The general objective of the training program and the detailed objectives and themes that shows how they are distributed over the days of the training program and the actual duration allocated for achieving each objective or theme.
Objectives	The objectives should be specific, time pound, measurable and varied (Knowledge, Skills, Emotion). The preparer of the training package is committed to the general objective of the training program and the detailed objectives of its topics as agreed upon previously and which are aligned with the training needs. It should reflect and meet the needs of the university and the participant in the training program (to achieve the objective, it is necessary to have: scientific content, methods and activities, results and outputs).
Scientific Content	The scientific content of the training package should include: The theoretical concepts and definitions, the targeted knowledge and skills, the theories that govern the subject, a description of performance methods and application displayed as basic and sub-points and not as extended articles or long paragraphs or in the form of an academic book, the content must be clear and organised in the sequence from general to specific and complet according to what achieves the training objectives. The content should be distributed into homogeneous and sequential scientific units.
Activities and exercises	Activities and exercises for each objective should be diversified especially skills objectives and they must be interactive to allow the trainees opportunities for self and group learning. Activities and exercises should be designed with consideration to the allocated time and the time plan for the training course.

Exams and the passing course	Pre- and post-test questions and forms are prepared for the course in order to award the trainees with passing certificates.
Presentations	The presentation must be comprehensive and cover all the terminologies, the most important training concepts, the training themes, the training activities, and organised in a sequential and appealing manner.
Training day	The course should not be less than 4 hours and the training day should not exceed 6 hours of training. During that rest periods of not less than 45 minutes are given. Also, the course may include several days, and each day has a specific training objective or objectives.
General execution	At the head of the page: the logo of Princess Nourah Bint Abdulrahman University is placed. At the middle of the page: the title of the course, the target group, and the names of the package preparers. At the bottom of the page: the publication year.
Heading Font	In Arabic language, the headlines are in Arial font, black colour with word size of 20 and with an underline under the title. In English language, it is Times New Roman with word size 20.
	The font used for subtitles in Arabic language is: Arial Black size 18 and for English language it is: Times New Roman size 18.
Body Font	The font used for Arabic language is: Arial Black, size 14, and for English language it is: Times New Roman, size 14.
Holy verses and hadiths	Should be written in parentheses using Arial font size 16 black.
Footnotes and margins	The font of footnotes and margins is Arial size 12 black.
Number of pages	The training package content with the activities and exercises should not be less than 50 pages.
Scientific references	The package should include a list of scientific references. Also, it should include a suggested list of additional references that enrich the training material. The references shall be written in Arabic and English language, and shall be recent, issued within less than ten years ago only. Reference citation should include: author's name, reference title, year of publication, publisher, edition.
Enriching the training package	The training package should contain additional resources, open resources, and additional activities that meet the diverse training needs and take into account individual learning styles. Stories, models and educational videos can be used to enrich the training course.
Table of contents	The training package should include a general table of contents, table of tables, table of figures and images.
Tests and Evaluation	The nature and type of tests, evaluation, and measurement of outcomes vary based on the training objectives, and to ensure the quality of the training output, testing or evaluation of training is required, which is often carried out at the end of the course. It is also preferable for the training package to include pre- and post-test forms for the trainees.

Presentations	Presentations are one of the important facilitating tools that are delivered with the training package, they are characterized by clarity and designed attractively. Presentations include the training activities used during the training and it should be designed in a comprehensive way that takes into consideration the possibility of using them remotely.
Training Package components	<p>A comprehensive training package includes: the trainer's guide, the trainee's memo, and the training activities.</p> <ul style="list-style-type: none"> - The trainer's guide includes: cover, training plan (practice volume), scientific content, activities and exercises, implementation guidelines and procedures, evaluation and testing methods, standards, if any, and references) - The trainee's memo includes: cover, scientific content, activities and exercises, specifications, and references. The memo is electronically printed in open Word format and sent electronically in PDF format to the trainees to be printed for use during the training.