The title of the training program

The name of the preparer of the trainer package

Year in Gregorian

Dean's word

In the context of future trends towards optimal investment of human capital, the revolution of information and communication technology and its impact on the educational process, and the intense competition between academic institutions in providing the highest levels of quality, our university seeks to make a significant leap in the development of the university in general and the development of human performance in particular. An urgent demand stemming from a sense of the urgent need for continuous development to complete the institutional building at all levels, in order to keep pace with the rapid developments and changes locally and globally.

The Deanship of Academic Development at Princess Nourah University has taken upon itself the task of professional development for all the university's academic and leadership cadres, by providing selected training programs and workshops in line with the training needs, seeking to achieve the desired vision of the university in disseminating knowledge, leadership and excellence in education of Saudi women.

In conclusion, the Deanship of Academic Development seeks to become one of the leading sites in the field of professional and sustainable development.

Dean of Academic Development

Content

Section One		Training packages basics

The name of the Course	
Part of the program	
Target Group	
Duration of the course	
Training course preparer	
Training package developers	
Training package preparation	
The course presenter	
Training package rights	
Issue Date	
Country of issue	
Course logo	

Training course attendance certificate template		

Section Two		Training Needs Design

Section Three		Training Objectives

General Objective:

Detailed objectives:

Topic		Day One
	١	
	٢	
	٣	
	٤	
	٥	
	٦	
	٧	
	٨	Day Two
	٩	
	١٠	
	١١	

Section Five		Success Guidelines

Pre-session Instructions	#
	1
	2
	3

Session Instructions

1. Participate in dialogues and discussions and try to get the maximum benefit.
2. Do not hesitate to ask the appropriate questions about the course topic.
3. Share with your group your experiences about the course topic to spread the benefit.
4. Be open to accepting ideas and discussing them.
5. Be sure to establish good relations with your fellow trainees.
6. Invest your session time to benefit.
7. Take notes during the course and sessions.

Post-session Guidelines	#
Try to apply the concepts and behaviors that you have acquired during the course.	1
Try to share experiences with your colleagues.	2

First Training Day	
-	**Objectives**
-	**Topics**
	Activities and procedures
Second Training Day	
_	**Objectives**
-	**Topics**
	Activities and procedures

First Training Day

	First Training Day
	First Session
-	**Objectives**
-	**Topics**
-	**Activities and procedures**
	Second Session
-	**Objectives**
-	**Topics**
-	**Activities and procedures**

Duration	Session Topic	Session number	Day
20 minutes	Registration, receiving training packages, pre-evaluation and acquaintance	One	الأول
….. minutes	-		
30 minutes	Break		
….. minutes	-	Two	

References

Reference documentation includes the following data (author's name, reference title, year of publication, publishing house, edition(

APA Style