



مركز تطوير الدراسات العليا والبحوث - كلية الهندسة - جامعة القاهرة

Center for Advancement of Postgraduate Studies and Research,
Faculty of Engineering, Cairo University, CAPSCU

مشروع الطرق المؤدية للتعليم العالي - مصر



Cairo University

Training of Trainers Program (Batch 52) Fayoum University

Location: Faculty of Engineering

Duration: December 31st to January 4th, 2014

Day	(9:00 – 12:00) Session (1)	12:00 - 13:00	(13:00 – 16:00) Session (2)
Tuesday Dec 31 st	Dr. Abdullah Shoeb <ul style="list-style-type: none"> Welcome, introduction to participants Pathways to Higher Education <ul style="list-style-type: none"> - What & How? - Statistics - Phase III Action plan Individual assignment Session types & session components 	Break and Open Discussion	Dr. Abdullah Shoeb Preparing to train <ul style="list-style-type: none"> Factors affecting preparation Steps in preparing to train Time management pitfalls Training and teaching <ul style="list-style-type: none"> Adult learning Trainer skills
Wednesday Jan 1 st	Dr. Abdullah Shoeb Designing training programs (1) <ul style="list-style-type: none"> Training needs assessment Program design & content preparation Training implementation Designing training sessions (1) <ul style="list-style-type: none"> Objectives Training session plan 		Dr. Abdullah Shoeb Designing training sessions (2) <ul style="list-style-type: none"> Verbal communications basics Nonverbal communications Training techniques Participants sitting Participants Characters Staying out of troubles
Thursday Jan 2 nd	Dr. Abdullah Shoeb Micro training: (Assessment Forms) <ul style="list-style-type: none"> Individuals presentation Presentations Feedback 		Dr. Abdullah Shoeb <ul style="list-style-type: none"> Individuals presentation Presentations Feedback Prepare an action plan to change
Friday Jan 3 rd	Dr. Mostafa Rady Mrs. Samar Mohamed New trends in training, case study		Dr. Dr. Mostafa Rady Mrs. Samar Mohamed Effective design of visual aids in training, workshop
Saturday Jan 4 th	Dr. Sayed Kaseb Designing training programs (2) <ul style="list-style-type: none"> Implementation Evaluation (KSA) Return on training investment Case study		Dr. Sayed Kaseb Program workshop and open discussion <ul style="list-style-type: none"> Teams presentation Feedback Evaluation & open discussion Conclusion

www.Pathways.cu.edu.eg

Pathways@cu.edu.eg

جامعة القاهرة - كلية الهندسة - الجيزة ، تليفون ، 35713852 - 35678218 - فاكس ، 35703620 - 35703620 - موبايل ، 0100/6044705
Faculty of Engineering, Cairo University, Giza Tel: (202) 35713852 - 35678218 - Fax: (202)35703620 - Mobile: 0100/6044705