



# The Federal Government Training Officers' Guide to Use Training and Development Systems

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# The Federal Government Training Officers' Guide to Use Training and Development Systems

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## **Introduction:**

By definition, training is a planned activity that aims to develop capabilities and technical, behavioral and managerial skills of the personnel. The purpose of doing that is enable them to achieve effective and fruitful performance so that the entity and personal individual goals with the highest possible efficiency are reached. At the federal government, training is considered to be a means of developing human capital that is depended on in raising the functional competency of employees. According to its modern concept, training and development shall be considered as a key strategic framework that supports performance as part of human resources development system, which is continuously sought by the government to achieve. The objective of doing that is to cope with the challenges posed by the changing work requirements, considering that training would lead to the transfer of the technical and practical knowledge in a way that enables the employee and the ministry or federal entity to deal with the changes and developments imposed by the cognitive acceleration within work environment, in addition to technical skills accompanying such changes.

## **The Guide Objectives:**

1. To identify the fundamental principles of the federal government employees training and development system, and its connection to the other systems as part of human resources system.
2. To identify the objectives sought by training at the federal government and its followed mechanisms, and to educate the training officer on the continuing education fundamentals and its methodologies.
3. To be familiarized with the key training and development system stages, and ensure that the optimal implementation is made and to benefit from all training and development electronic system features so that training process is supported.
4. To establish the Federal Government training and development system basics, according to the stages and mechanisms provided by the electronic system in order to enhance usage and facilitate the procedures for the proper application of the systems.
5. To introduce the Federal Government E-Learning Portal Initiative (Al Mawrid), and the services provided to the employees and training officers in federal ministries and entities.

## First, Principles of Training and Development System as Approved by the Federal Government:

The Federal Authority for Government Human Resources ensures to provide the best applications in the field of Federal Government human resources employees. It also constantly seeks to develop everything that chiefly backs work procedures and that guarantees their easy and smooth implementation. Moreover, it also operates within a methodology that does not ignore the interdependence of systems and makes sure to sustain their connection with laws and legislations, in addition to the vision and aspirations of the government about human resources empowerment. Therefore, the most important principles that the Authority has ensured to emphasize as part of the development and training system are as follows:

- **To establish** an integrated relationship between the federal government strategy priorities and training and development requirements.
- **To strengthen** the connection between performance management system and training and development system.
- **To provide** continuing and integrated training and development opportunities to all federal government employees.
- **To guarantee** transparency, equality, justice and equal opportunities in training and development process regardless of the job category to which the employee belongs.
- **To develop** criteria for measuring the extent of impact of results of applying training and development programs upon the institutional and individual performance.

## Second, Objectives of Training and Development System and its Followed Mechanisms:

To consolidate the basic principles that are emphasized by the Authority in the field of training and development, it has kept in mind the importance of human resources and the necessity of developing their job performance. It has also taken the responsibility of providing all techniques supporting the federal entities to stress the importance of the training process, and the human resources department's role in organizing such a process and its procedures, where it aims to:

- **To ensure** that individual development plans are developed so that strengths are reinforced and performance – related development aspects are identified and tackled.
- **To help** the federal entities qualify the employees so that they can occupy the current and future vacant jobs by providing the various forms of training and development for their employees.
- **To gauge** the extent of impact of results of implementing training and development programs upon the institutional and individual performance.
- **To develop** training and development activities on the basis of using the best latest practices pertaining to the determination of training needs of the ministry and development of the required training plans.

### **Third, Training and Development Stages:**

Training and development system at the Federal Government consists of four main stages:

#### **Identifying Training and Development Needs:**

The training, development and activities' priorities are determined as per the strategic requirements, initiatives and competencies, as well as the employees' annual performance appraisal results analysis. Moreover, the federal systems provide some supporting tools for such a process, where the individual development plan provides inputs that are based upon annual performance results. They also feed the basic data of training needs analysis form, which is conducted by the training officer, according to the main analysis factors through which the required fundamental knowledge and skills are elicited in order to develop the final training plan for the federal entity.

#### **Training and Development Plans:**

In the two months of March and April of each year, the concerned training department shall prepare the training plan for the entity, according to the final analysis of the training needs. This plan is conducted in consultation on that with all those concerned at the entity, where it is presented for final approval after modifications and comments are made to it by the parties concerned.

#### **Implementation of Training and Development Programs:**

The annual plan is implemented, according to the principles prescribed in the training and development system. Also, the Authority attempts to provide a number of initiatives that support the application process and seeks to optimally benefit from the available resources. Thus, the preferred training partners at the Federal Government initiative ((Maarif)) provides a broad base of the approved highly efficient training providers, in a manner that serves training plans and ensures the provision of effective programs to the federal entities with high quality standards.

As for ((Al-Mawrid)) Port, which is considered the most interactive electronic platform at the Federal Government's level, it works to provide electronic training programs that include various forms of training, such as electronic training and live virtual workshops as well as the read and recorded materials.

#### **Review of Training and Development Programs Effectiveness:**

This means the review of training input or outcomes, including improvement of training programs, and response to any change of needs, training program evaluation and review of the acquired skills. Thus, training process evaluation is considered to be one of the key indicators that contribute to improving the level of services provided. It also guarantees the investment value that is represented in human resources development. Therefore, it is necessary to ensure about the professional benefit is achieved.



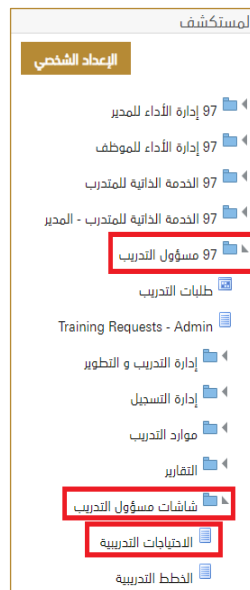
## Fourth, Training and Development System at Federal Government

Since the training and development process is considered to be a shared responsibility whose positive results are achieved only by that each party involved carries out the duties assigned to each optimally in light of responsibilities determined by such system. After all the entry of all individual development plans into the system is completed by employees during the month of February, the direct manager should collect and analyze training needs. Moreover, he has to create training plans via the electronic training and development system by following the steps below:

### Gathering and analyzing training needs and creating training plans by using individual development plans:

#### Accessing the Individual Development Plans

To access the individual development plans for the entity's employees, you need to do that via "training officer screens", and select "training screen", then make an inquiry by selecting the plan year in the "fiscal year" field, and select (empty/vacant), which is the first option in the "applicable" field. Thus, the individual development plans are unclassified by yes/no by the training officer, and then "go" is selected.



صفحة متطلبات التدريب

الإلزامي ☐ قابل للتطبيق ☒ السنة المالية 2021

أسم الدورة  دورات أخرى  دورة مرتبطة

اسم الموظف  أسم المنظمة  المسمى الوظيفي  الموقع

تكوين الدورة ☐ ربط الدورة ☐ غير إلزامي ☐ إلزامي ☐ غير قابل للتطبيق ☐ قابل للتطبيق ☐

لم يتم إجراء بحث

Inspect MDS Contents

## Training Needs Analysis

The training needs list pops up, where the training officer analyzes the needs and select the applicable training requests and link the courses, (observing that titles and groups must be standardized).

صفحة متطلبات التدريب

إلزامي

قابل للتطبيق

السنة المالية 2021

أسم الدورة

دورات أخرى

دورة مرتبطة

أسم الموظف

أسم المنظمة

المسمى الوظيفي

الموقع

حذف

تعبأ

الرقم الوظيفي	أسم الموظف	الموقع	أسم المنظمة	المسمى الوظيفي	الدرجة	المصدر	النوع	السنة المالية	أسم الدورة	دورات أخرى	دورة مرتبطة	إلزامي	قابل للتطبيق
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				

Inspect MDS Contents

## Determination of Applicable Training Requests

Select the applicable training courses and then click “Applicable”.

صفحة متطلبات التدريب

إلزامي

قابل للتطبيق

السنة المالية 2021

أسم الدورة

دورات أخرى

دورة مرتبطة

أسم الموظف

أسم المنظمة

المسمى الوظيفي

الموقع

حذف

تعبأ

الرقم الوظيفي	أسم الموظف	الموقع	أسم المنظمة	المسمى الوظيفي	الدرجة	المصدر	النوع	السنة المالية	أسم الدورة	دورات أخرى	دورة مرتبطة	إلزامي	قابل للتطبيق
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				
			97 قسم دعم مستندي	97	دورات عامة/مواطن/	خطأ	كفاءة	2021	برنامج إسماعيل المتعاملين في الحكومة الاتحادية				

Inspect MDS Contents



## Creating a Training Course to be Linked to Training Requests

The training needs list pops up, where the training officer analyzes the needs and select the applicable training requests and link the courses, (observing that titles and groups must be standardized).

البحث والتحديد: التصنيف

اختيار إلغاء

بحث

للبحث عن البند، اختر بند البحث من القائمة وقم بإدخال بعض الحروف في الحقل النصي، ثم اختر زر "ذهاب"

بحث حسب Classification

التنتائج

السابق 1-10 التالي 10

اختيار	اختيار	Classification
<input type="radio"/>	<input type="radio"/>	التطوير المؤسسي
<input type="radio"/>	<input type="radio"/>	تقنية المعلومات
<input type="radio"/>	<input type="radio"/>	الموارد البشرية
<input type="radio"/>	<input type="radio"/>	المالية والمحاسبة
<input type="radio"/>	<input type="radio"/>	التطوير المؤسسي

**Classification:** It shall be as per the approved job families; hence, when pressing any of such classifications, the training programs listed under this job family will be shown.

البحث والتحديد: اسم موفر التدريب

اختيار إلغاء

بحث

للبحث عن البند، اختر بند البحث من القائمة وقم بإدخال بعض الحروف في الحقل النصي، ثم اختر زر "ذهاب"

بحث حسب Provider Name

التنتائج

السابق 1-10 التالي 10

اختيار	اختيار	Provider Name	Maaref
<input type="radio"/>	<input type="radio"/>	مؤسسة نماء الدولية للبحوث و التطوير	نعم
<input type="radio"/>	<input type="radio"/>	معهد الواحة	نعم
<input type="radio"/>	<input type="radio"/>	معهد المطورون للتدريب والتنمية الادارية	نعم
<input type="radio"/>	<input type="radio"/>	معهد الشرق أوسط للتدريب الإداري MMTI	نعم
<input type="radio"/>	<input type="radio"/>	معهد الخبراء العرب للتدريب و الاستشارات	نعم

**Training Provider Name:** The menu shows the training partners approved by Maaref.



## Training Plan Inquiry

The training officer shall search for the plan that has been prepared by using his authority or power to access and select the training officer screens, and then clicking the “training plan”. An inquiry can be made through the search feature available on the screen attached, or search by selecting the fiscal year, and then clicking “go”. Once the plan pops up, the officer shall select “plan preparation” feature.

**97 مسؤول التدريب**

طلبات التدريب

Training Requests - Admin

إدارة التدريب و التطوير

إدارة التسجيل

موارد التدريب

التقارير

**شاشات مسؤول التدريب**

الاحتياجات التدريبية

**الخطط التدريبية**

بنك الدورات

بحث مبسط

رءاء ملاحظة أن البحث غير حساس لحالة الأذوف

الخطبة التدريبية

السنة المالية 2021

**معاينة**

الخطبة التدريبية	اسم الجهة	السنة المالية	نوع التدريب	الحالة	الميزانية	إجمالي المطلوب	إجمالي المحذور	مجموع الدورات	مجموع الدورات	تفاصيل	تجهيز خطة	المرفقات
لم يتم إجراء بحث												

Inspect MDS Contents

بحث مبسط

رءاء ملاحظة أن البحث غير حساس لحالة الأذوف

الخطبة التدريبية

السنة المالية 2021

**معاينة**

الخطبة التدريبية	اسم الجهة	السنة المالية	نوع التدريب	الحالة	الميزانية	إجمالي المطلوب	إجمالي المحذور	مجموع الدورات	مجموع الدورات	تفاصيل	تجهيز خطة	المرفقات
خطة التدريب لعام 2021	الهيئة الاتحادية للموارد البشرية الحكومية	2021	ابتدائي	مصدرة	10000	5	0	2	0			

Inspect MDS Contents

## Training Courses Scheduling

The training officer shall schedule the courses via the screen below by selecting the required course and then select “course scheduling” to enter the training course details.

**تقديم للموافقة**

رجوع

صفحة جدولة الدورات

صفحة معلومات الدورات

أسم خطة التدريب خطة التدريب لعام 2021

الميزانية 10000

الباقى من الميزانية

**جدولة دورة**

اسم الدورة	إجمالي المطلوب	إجمالي الحجز	لهم حصة	التكلفة	إجمالي الدورات
من التواصل	2	0	2	0	0
إسعاد المتعاملين	3	0	3	0	0
إجمالي	5	0	5	0	0

Inspect MDS Contents

## Training Course Scheduling

The training officer shall select “automatic sorting” to facilitate the course scheduling process, and then he shall complete the course information as indicated in the screen below. When done with the information completion, he shall select “save course”.

Such steps shall be repeated in case of all courses scheduled in the training plan for approval.

جدولة دورة

تفاصيل الدورة

إجمالي الدورات 0

ليتم حجزه 2

الباقى من الميزانية

أسم الدورة من التواصل

إجمالي المطلوب 2

الميزانية 10000

إضافة دورة
حفظ الدورة
مراجعة

الربع	تاريخ بداية الدورة	تاريخ نهاية الدورة	عدد الساعات	تاريخ بداية التسجيل	التكلفة	الموقع	مزود خدمة التدريب	الحضور الشخصي للحضور	الحديث	حذف	مسار تدريبي	Support Documents
الربع الرابع			6					2				

Inspect MDS Contents

## Training Courses Review

On this screen, the training officer can display the total required courses, total booked courses and total remaining courses to be booked along with the budget and cost approved. When review of data is completed, the training officer shall select “Submit for approval”, where the system sends it to the direct manager for approval and acceptance.

صفحة جدولة الدورات

صفحة معلومات الدورات

الباقى من الميزانية 4000

أسم خطة التدريب خطة التدريب لعام 2021

الميزانية 10000

جدولة دورة

اختيار اسم الدورة	إجمالي المطلوب	إجمالي الحجز	ليتم حجزه	التكلفة	إجمالي الدورات
من التواصل	2	2	0	2000	2
اسماء المتعاملين	3	3	0	4000	3
الإجمالي	5	5	0	6000	5

Inspect MDS Contents

لا
نعم

تحذير

هل انت متأكد من تقديم تقييم التدريب للموافقة؟

## Approving Training Plan

As soon as the training officer sends the plan for acceptance and approval, a notice on the action menu is received by the direct manager of the training officer. When clicking such notice, the direct manager can access and review the plan, and then either reject or accept it by selecting "Approve".

10-06-2020	الموافقة على خطة التدريب	(2021) للسنة المالية خطة التدريب لعام 2021	FG HR
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صفحة قابلة للطباعة

إعادة تخصيص

رفض

الموافقة

الصفحة الرئيسية

(2021) للسنة المالية خطة التدريب لعام 2021 (PRIMARY) الموافقة على خطة التدريب

من

إلى

مرسل

المعرف

صفحة معلومات الدورات

أسم خطة التدريب

خطة التدريب لعام 2021

الميزانية 10000

التفاصيل	أسم الدورة	إجمالي المطلوب	التكلفة	إجمالي الدورات
3		4000		3
2		2000		2
5		6000		5

Inspect MDS Contents

تاريخ الإجراء

الرقم	تاريخ الإجراء	الإجراء	من	إلى	التفاصيل
1	22-09-21 10-06-2020	تقديم			

Inspect MDS Contents

الاستجابة

Approval Comments

## Sending a Notification on Approving Training Plan to the Training Officer

After the training plan is approved by the direct manager, the system shall automatically send a notification to the training officer on the training plan approval status.

من	النوع	الموضوع	مرسل	مستحق
FG HR	تم الموافقة على خطة التدريب (خطة التدريب لعام 2021)		11-06-2020	

الصفحة الرئيسية

تم الموافقة على خطة التدريب (خطة التدريب لعام 2021)

من

إلى

مرسل

المعرف

صفحة قابلة للطباعة

إعادة تخصيص

موافقة

تاريخ الإجراء

الرقم	تاريخ الإجراء	الإجراء	من	إلى	التفاصيل
1	11-03-03 11-06-2020	تقديم	SYSADMIN		



## Review of the Training Plan

To review the training plan, it can be accessed through the training officer's authority. Then, "Training and Development Dept." feature can be selected and "Guide Admin." is clicked. After that, all approved training plans for the entity in addition to the new plan shall pop up.



الدليل

استخدم هذه الصفحة لإدارة دليل البرنامج التدريبي

إظهار مجموعة رموز المفاتيح

تحدد وحدة الدليل:

الاسم	الرمز	التاريخ	نوع	الحالة	التاريخ	نوع	الحالة	التاريخ	نوع	الحالة
الخبرة الإدارية لمرأة الإمارات العربية المتحدة	97	01-01-2000	الخبرة	مقبول	01-01-2000	الخبرة	مقبول	01-01-2000	الخبرة	مقبول
الخبرة الإدارية للموارد البشرية الحكومية	97	01-01-2000	الخبرة	مقبول	01-01-2000	الخبرة	مقبول	01-01-2000	الخبرة	مقبول
FAHR Annual Plan 2019	97	01-01-2019	الخبرة	مقبول	01-01-2019	الخبرة	مقبول	01-01-2019	الخبرة	مقبول
الخبرة التدريبية 2014	97	01-01-2014	الخبرة	مقبول	01-01-2014	الخبرة	مقبول	01-01-2014	الخبرة	مقبول
الخبرة التدريبية 2017	97	01-01-2017	الخبرة	مقبول	01-01-2017	الخبرة	مقبول	01-01-2017	الخبرة	مقبول
الخبرة التدريبية 1043-2018	97	01-01-2018	الخبرة	مقبول	01-01-2018	الخبرة	مقبول	01-01-2018	الخبرة	مقبول
الخبرة التدريبية 2016	97	01-01-2016	الخبرة	مقبول	01-01-2016	الخبرة	مقبول	01-01-2016	الخبرة	مقبول
الخبرة التدريبية لعام 2021	97	01-01-2021	الخبرة	مقبول	01-01-2021	الخبرة	مقبول	01-01-2021	الخبرة	مقبول
الخبرة التدريبية 2015	97	01-01-2015	الخبرة	مقبول	01-01-2015	الخبرة	مقبول	01-01-2015	الخبرة	مقبول
الخبرة التدريبية 97	97	01-01-2019	الخبرة	مقبول	01-01-2019	الخبرة	مقبول	01-01-2019	الخبرة	مقبول

تحدد وحدة الدليل:

## Training Plan Details

To review the plan details, the training plan for the year is selected, and then any scheduled course is selected. After that, "form of training" is selected.

الدليل

استخدم هذه الصفحة لإدارة دليل البرنامج التدريبي

إظهار مجموعة رموز المفاتيح

تحديد وحدة الدليل:

تكوين

الدليل: 97. المهلة الاتحادية للموارد البشرية الحكومية

اختيار التركيز	الاسم	التفاصيل	تاريخ البداية	تاريخ النهاية	شكل التدريب	الفصول الدراسية
<input type="radio"/>	خطة التدريب لعام 2021		01-01-2021			
<input type="radio"/>	إعداد المتعاملين-2318				أشكال التدريب	
<input checked="" type="radio"/>	فن التواصل-2318				أشكال التدريب	

Then, press "class " that exists on the training courses column on the "form of training" table showing the training course information.

الدليل

أشكال التدريب

رمز البرنامج التدريبي 12381

برنامج تدريبي فن التواصل-2318

تاريخ البداية

تاريخ النهاية

إظهار خيارات البحث

تكوين شكل تدريب

اسم شكل التدريب	شكل التدريب	اللغة	تاريخ البداية	تاريخ النهاية	الدورات التدريبية	الحذف
فن التواصل-2318	الدورات التدريبية	عربية	01-01-2021		1 فصل دراسي	

## Details of the Training Course Held

After accessing the class screen and selecting “Update” that can be seen on the top of the screen, the “courses held” screen through which the class – related information is filled out, such as:

- Start date
- End date
- Start time
- End time
- Duration and unit

الدليل

أشكال التدريب

الدورات التدريبية (الانعقادات)

إدارة

تحديث

إسم الدورة التدريبية

خهأب

فن التواصل-2318-2021-10-03: الفصل الدراسي

استخدم هذه الصفحة لإدارة هذا الفصل. انقر تكوين ارتباط تشعبي لتكوين ارتباط تشعبي لهذا الفصل بحيث يمكنك لصفه في رسائل البريد الإلكتروني أو صفحات الويب الخارجية أو الإعلانات

الدليل

أشكال التدريب

الدورات التدريبية (الانعقادات)

فن التواصل-2318-2021-10-03: الفصل الدراسي

إدارة

تحديث

إسم الدورة التدريبية

خهأب

فن التواصل-2318-2021-10-03: الفصل الدراسي

إدارة خصائص هذا الفصل الدراسي. تؤثر التغييرات التي تقوم بإدخالها على هذا الفصل الدراسي فقط ولا تؤثر على أي طبقات فصول دراسية أخرى موجودة تحت هذا العرض

عام

إسم الدورة التدريبية: فن التواصل-2318-2021-10-03

العرض: فن التواصل-2318

تاريخ بداية العرض: 01-01-2021

تاريخ نهاية العرض:

مركز التدريب:

الموقع:

الحالة: كامل

Comments

التاريخ النهائي: 02-11-2021

وقت النهاية: 13:00 (مثال 17:00)

التاريخ البداية: 01-11-2021

وقت البداية: 08:00 (مثال 17:00)

منطقة التوقيت: \* نساءات

الوحدة: 6

19

## Information of the Training Course Held

- Start date of registration (which is prior to date of the class)
- Status of the training course for the annual plan
  - Within the annual plan: If the training course is part of the entity as developed at the beginning of the year.
  - Outside the annual plan: This is in case that the training course is additional and unspecified at the beginning of the year, such as Human Resources Club and other training courses that are conducted throughout the year without being scheduled at the beginning of the year.
- Select "Application "

The screenshot shows a web application interface for training course registration. The form is in Arabic and includes the following sections:

- إدارة (Management):** Includes fields for 'اسم المساق' (Course Name) and 'الخطوة التالية' (Next Step).
- التسجيل (Registration):** Includes fields for 'التاريخ' (Date) with a calendar icon, 'العدد الأقصى' (Maximum Number) set to 2, and 'العدد الأدنى' (Minimum Number) set to 2. A red box highlights the date field, which is set to 16-10-2023.
- بيانات المساق (Course Data):** Includes fields for 'اسم المساق' (Course Name) and 'الخطوة التالية' (Next Step).
- بيانات إضافية (Additional Data):** Includes a dropdown menu for 'نوع المساق' (Course Type) with 'دورة بالأسبوع' (Weekly Course) selected. Other fields include 'اسم المساق' (Course Name), 'الخطوة التالية' (Next Step), and 'العدد الأقصى' (Maximum Number) set to 2000.
- الملاحظات (Remarks):** Includes a field for 'الملاحظات' (Remarks) and a '+ الملاحظات' (Remarks) button.

## Data of the Attendees of the Training Course Held

After the training course information is entered, "Go" that exists on the course conducted screen on the top shall be selected to determine the maximum number of attendees of the training course.

In case a number larger than those already registered to attend the course in the "Maximum number of attendees" is entered and "Apply" button is pressed, the training course status shall be "confirmed", where more employees can be added therein.

الدليل	الموارد	المحتوى	المالي	إعداد	الدارس
التسجيلات الفصل الدراسي التقييم	الدليل أنشغال التدريب الدورات التدريبية (الانعقادات)	اسعاد المتعاملين-2318-2021-10-01: الفصل الدراسي	إدارة	حالة الحد الأقصى للحضور والدورة التدريبية (الانعقادات)	تدريب
استخدم هذه الصفحة لإدارة هذا الفصل. انقر تكوين ارتباط تشعبي لتكوين ارتباط تشعبي لهذا الفصل بحيث يمكنك لصفه في رسائل البريد الإلكتروني أو صفحات الويب الخارجية أو الإعلانات.					

الدليل	الموارد	المحتوى	المالي	إعداد	الدارس
الدليل أنشغال التدريب الدورات التدريبية (الانعقادات)	اسعاد المتعاملين-2318-2021-10-01: الفصل الدراسي	تغيير الحد الأقصى للحضور أو حالة الفصل: اسعاد المتعاملين-2318-2021-10-01	إدارة	تدريب	تدريب
آخر تغيير الحد الأقصى للحضور أو تغيير الحالة. يمكنك تمديد تغيير واحد فقط مرة واحدة.					
* تشير إلى حمل مطلوب					
تحدد خيار					
الحد الأقصى للحضور					
مسجل 3					

الدليل	الموارد	المحتوى	المالي	إعداد	الدارس
الدليل أنشغال التدريب الدورات التدريبية (الانعقادات)	اسعاد المتعاملين-2318-2021-10-01: الفصل الدراسي	تغيير الحد الأقصى للحضور أو حالة الفصل: اسعاد المتعاملين-2318-2021-10-01	إدارة	تدريب	تدريب
اسعاد المتعاملين-2318-2021-10-01: الفصل الدراسي					
برنامج تدريبي					
تاريخ بداية العرض					
تاريخ نهاية العرض					
إظهار خيارات البحث					
تكوين دورة تدريبية					
الدورة التدريبية (الانعقادات)					
اسعاد المتعاملين-2318-2021-10-01: الفصل الدراسي					
تاريخ البداية					
تاريخ النهاية					
الدورات					
المقاعد المتاحة					
تبلغ					
تسجيل مجمع					
تسجيل واحد					
نسخ					
الحذف					

## Training Courses Registration

On the “courses held” screen, and when selecting “registrations”, it is possible to review names of employees who are nominated to attend training courses. At all stages, the training officer shall follow up the implementation of training courses, and monitor the changes to make sure that they are reflected on the system correctly.



نوى
المالي
إعداد
الدارس

الدليل | أشكال التدريب | الجوريت التدريبية (البنية التحتية)

من التواريخ: 2318-2021-10-03: التسجيلات

اسم البرنامج التدريبي: من التواريخ: 2318-2021-10-03

رمز البرنامج التدريبي: 12381

شكل التدريب: الدورات التدريبية

اسم الفصل الدراسي: من التواريخ: 2318-2021-10-03

منطقة التوقيت: دبي

تاريخ بداية الدورة التدريبية: 06-10-2021

وقت بداية الدورة التدريبية: 09:00

تاريخ نهاية الدورة التدريبية: 07-10-2021

وقت نهاية الدورة التدريبية: 14:00

إظهار تفاصيل الفصل الدراسي

بحث

حالة التسجيل: الكل

نوع الدارس: الكل

رقم التسجيل:

نوع حالة التسجيل: الكل

أولوية التسجيل: الكل

تبرير التسجيل:

مسح | ذهبي

تحديد التسجيل:		إلغاء التسجيل	الحذف	تحديث التسجيلات	تحديث موقف المشغل	إضافة تسجيل واحد	إضافة تسجيلات
المستخدم	اسم الشخص	المنشأة	المنظمة	المنشأة	المنظمة	رقم التسجيل	حالة التسجيل
الموظف	97/قسم دعم مستخدمي الأنظمة	06-10-2021	07-10-2021	1	مسجل	2569090	لم يتم
الموظف	97/قسم الخدمات الإدارية	06-10-2021	07-10-2021	1	مسجل	2569091	لم يتم

## Sending a Notification to the Employee on his Registration in the Training Course

When the employee is registered in a training course, the system will automatically send a course registration notification to the employee. Also, a notification will be sent in case any change to the course date or time occurs.

When pressing the notification, all details of the training course in which the employee is registered shall pop up.

قائمة العمل				
القائمة الكاملة (16)				
من	النوع	الموضوع	مرسل	مستحق
SYSADMIN	دفع أعمال إدارة التدريب لأوراكل	تمت إعادة جدولة الفصل الدراسي	11-06-2020	
	الموارد البشرية	تم تسجيلك في الفصل الدراسي بنجاح	11-06-2020	

Home Page
المصفحة الرئيسية

معلومات
لا يتطلب هذا التبويب استجابة

تم تسجيلك في الفصل الدراسي بنجاح

من
إلى
مرسل
11:03:48 11-06-2020
المعرف
42227806

تم تسجيلك في الفصل الدراسي بنجاح

اسم الفصل الدراسي: من التواريخ: 2318-2021-10-03
رقم التسجيل: 2569090
تاريخ البداية: 06-10-2021
وقت البداية: 09:00
تاريخ النهاية: 07-10-2021
وقت النهاية: 14:00
منطقة التوظيف: دبي
طور التسجيل: الدورات التدريبية
الموقع:
حالة التسجيل هي: مسجل
وصف:
غرض:
رجاء الاحتفاظ بنسخة من هذه المعلومات كمرجع لك

## Update of the Registration Status

After the training course is completed and employees' attendance is checked, the training officer accesses the course held screen and registrations are selected, then the update screen shall pop up so that the employee attendance is recorded.

- Registration status: Attended
- Reason for change: Attended training
- Successful attendance: Yes
- "Implemented" has been selected

A notification will be sent to the employee's direct manager after the elapse of three months from the training course date to measure the training impact upon the employee's performance.



تحديد التسجيل:		إلغاء التسجيل		الحذف	تحديث التسجيلات	تحديث موقف المشغل		إضافة تسجيل واحد		إضافة تسجيلات										
✓	المتدرب	نوع الشخص	المنشأة	منظمة الأم	العمل	تاريخ البداية	تاريخ الانتهاء	الأمكن	رقم التسجيل	حالة التسجيل	حالة المشغل	التسجيل الإلكتروني	تاريخ التقييم	حالة التقييم	حالة التقييم	تاريخ إنهاء التقييم	حالة التقييم	تاريخ إرسال التقييم	تحديث	المرفقات
✓		الموظف	97/قسم دعم مستخدمي الانظمة			01-01-2021	02-01-2021	1	2569087	مسجل	لا			لم يتم	لا	لا	لا	لم يتم		
✓		الموظف	97/قسم دعم مستخدمي الانظمة			01-01-2021	02-01-2021	1	2569088	مسجل	لا			لم يتم	لا	لا	لا	لم يتم		
✓		الموظف	97/قسم دعم مستخدمي الانظمة			01-01-2021	02-01-2021	1	2569089	مسجل	لا			لم يتم	لا	لا	لا	لم يتم		

إظهار تفاصيل الفصل الدراسي

تحديث حالة التسجيل: نادي الموارد البشرية (رقم 1) (1)

اسم البرنامج التدريبي: نادي الموارد البشرية (رقم 1)

رمز البرنامج التدريبي: 1

وضع التقديم: الدورات التدريبية

اسم الفصل الدراسي: نادي الموارد البشرية (رقم 1) (1)

منطقة التوقيت: دبي

حالة التسجيل:

سبب التغيير:

حضور ناجح:

نتيجة الحضور:

الفصل الدراسي:

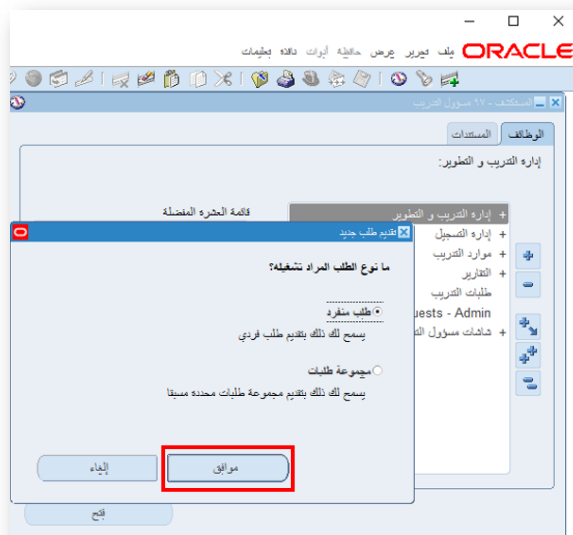


## Screens of the Individual Development Plan Reports

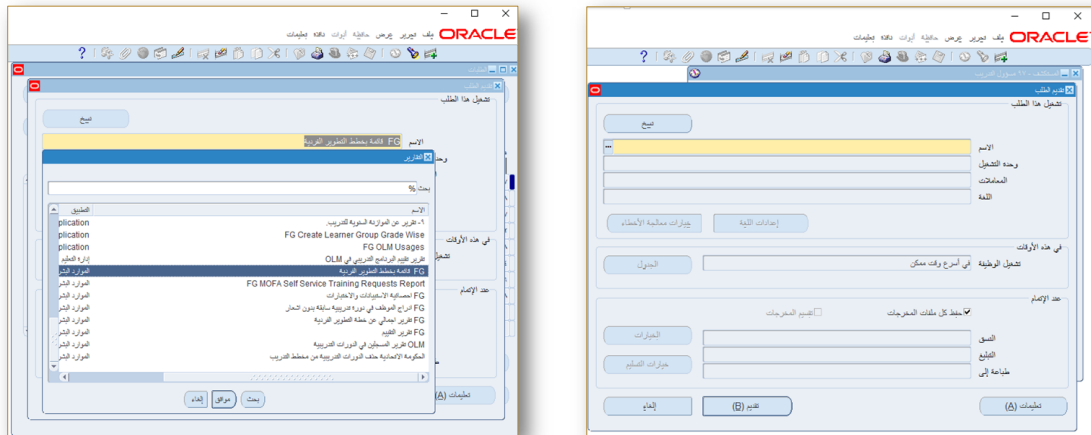
To access the Individual Development Plan Reports entered into the system via the “Training Officer” feature, press ((Reports)) – ((Submit Reports)).



And then, press: Okay

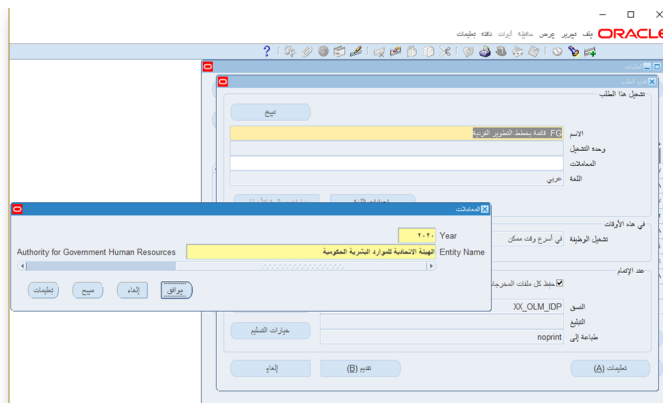


And then press: Name and select “Individual Development Plans Menu”



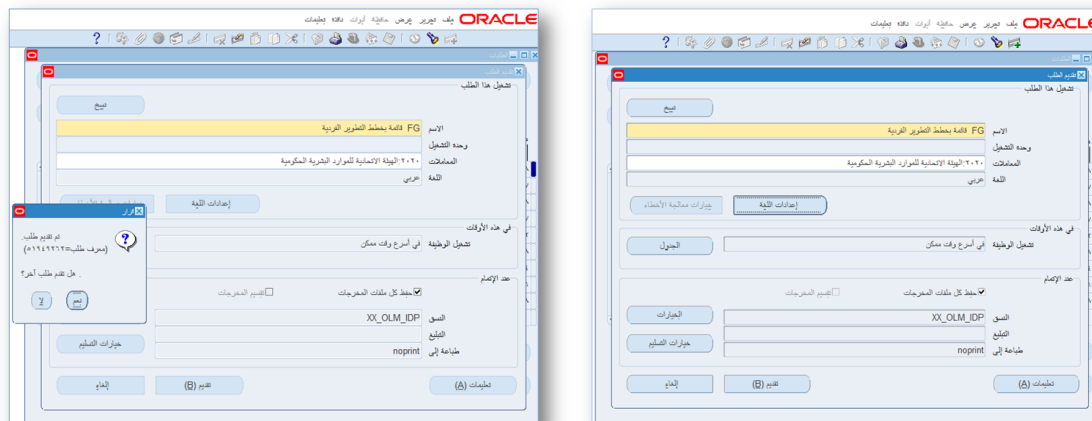
And then, specify the:

- Year
- Entity Name
- Press okay



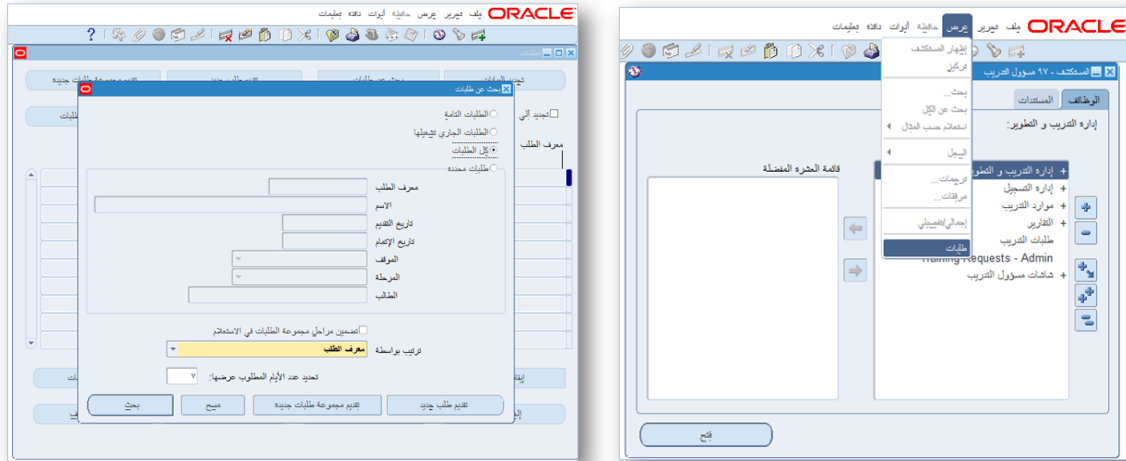
After that, press:

- Submit
- Are you submitting another request : No



And then press:

- Display
- Requests
- Search



And then, press:

- Renew data
- Display outputs



## **Fifth, Federal Government E- Learning Portal Initiative (Al Mawrid)**

For the purpose of achieving the desired results from employees training and development planning process, and preparing the development and training plan in line with the recent managerial practices, and contributing to providing support to the Federal Government training officers, the Federal Authority for Government Human Resources has launched the Federal Government E- Learning Portal Initiative (Al Mawrid) by late 2019. This is considered an integrated platform to provide all continuing education services, and also various self-learning sources that are directed in a manner that serves development of future cognitive and professional skills for Federal Government employees.

### **Advantages of Subscription to the Platform**

When subscribing to “Al Mawrid” platform, training officers at the federal ministries and entities shall be able to:

- Manage the entity training courses.
- Obtain paid interactive electronic courses licenses.
- Link the professional competencies framework by the UAE Model for Government Leadership.
- Upload training materials (PDF-word-video-policies-procedures) and link them to the employee aptitude evaluation test.
- Conduct internal and external surveys at the Federal Government level and analyze the results.
- Use the virtual class feature in training or meetings.
- Activate smart report systems to manage training and knowledge.

### **Subscription to the Platform Requirements**

In the event that the entity would like to prepare a full scenario about its own training plan, the training manager shall provide IT Corner Company that manages “Al Mawrid” platform with the following requirements:

- Training needs analysis list if any, and in case that there is no list, the Company shall create a scenario about the individual training plan for each employee at the entity, as per the determinants below:
  - Job grade
  - Job category
  - Job family
- In case the plan is approved by the Training Department, it is reflected upon “Al Mawrid” platform, and the Company shall be entrusted with the task of training the team that is concerned with training at the entity on how to be nominated to join training courses, obtaining the reports from the platform and dealing with “Al Mawrid” platform features.
- Each entity can present its own professional courses in word- pdf format to manage Al Mawrid” platform to be converted to an interactive material. Moreover, the aim is to make it available on the system with a classification for the entity, where the due fees and cost must be paid for one time, it has no paid licenses.

**Below is an example on a typical training plan from  
AI Mawrid Platform that can be used by the training officer:**

Main Job Family	Auxiliary job family	Proposed Programs by AI-Mawrid
<b>Professional Specialized Category</b>		
Information Technology (IT)	Information Technology (IT)	Advanced Artificial Intelligence (8) hours
Information Technology (IT)	Information Technology (IT)	Foundational blockchain
Information Technology (IT)	Information Technology (IT)	Phishing scam
Information Technology (IT)	Information Technology (IT)	Foundational Artificial Intelligence
Information Technology (IT)	Information Technology (IT)	Internet of Things
Information Technology (IT)	Information Technology (IT)	Awareness Information Security
Information Technology (IT)	Information Technology (IT)	Information Security
Information Technology (IT)	Networks	Cloud and Business
Information Technology (IT)	Information Technology (IT)	Service Leadership
Information Technology (IT)	Information Security	Electronic Security
Institutional Development	Research and Studies	Managing foresight
Institutional Development	Strategic Planning	4th Generation Criteria

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Institutional Development	Institutional Excellence	ISO 9001:2015
Institutional Development	Institutional Development	High Performance Teams inside the Company
Media	Media	Using social media platforms in raising awareness about government services
Media	Social, electronic, audio and print media	Marketing via social media
Media	Media	Social media at the workplace
Economy and Statistics	Statistics (Statistical Analysis)	Advanced Statistical Analysis
Economy and Statistics	Statistics (Statistical Analysis)	SPSS Mastering Statistical Analysis Program
Audit and Governance	Audit and Governance	Advanced Institutional Governance
Programs and Projects Management	Programs and Projects Management	Fundamentals of Project Management
Programs and Projects Management	Training and Development	Train the Trainer
Human Resources	Training and Development	Measuring Training Results
Human Resources	Human Resources	Talent Management
Human Resources	Selection and Recruitment	Recruitment Strategies

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Human Resources	Human Resources	High performance Remote Working Groups
Health and Safety	Occupational Safety	Office Safety and Workplace Engineering
Health and Safety	Emergency, Crisis and Disasters	Crisis and Disasters Management
Health and Safety	Emergency, Crisis and Disasters	Crisis Management
Health and Safety	Health and Safety	Using Fire Extinguisher
Health and Safety	Health and Safety	Global Safety Practices
Health and Safety	Health and Safety	Lifting and Cranes Safety
Health and Safety	Health and Safety	ISO 50001
Health and Safety	Health and Safety	Risk Management in Cases of Emergency
Health and Safety	Health and Safety	Roles and Responsibilities in Performing Safety- Related Tasks
Health and Safety	Health and Safety	Work on Heights
Health and Safety	Health and Safety	Electrical Safety
Health and Safety	Health and Safety	Biological Safety
Health and Safety	Health and Safety	Awareness Course on Occupational Health and Safety System ISO 45001

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Health and Safety	Health and Safety	Mechanical Devices Risks & their Protection Mechanism
Health and Safety	Health and Safety	Handling Chemicals
Health and Safety	Health and Safety	Risk Assessment / Fire Risks
Health and Safety	Health and Safety	Investigation into Accidents
Health and Safety	Health and Safety	Advanced Fire Extinguishing
Health and Safety	Health and Safety	Fire Safety / Fire Wardens / Fire Marshal
Health and Safety	Health and Safety	Safety and Crisis Management
Health and Safety	Health and Safety	Environment, Health and Safety Management System
Health and Safety	Health and Safety	Lifting / Loading Safety Rules
Health and Safety	Health and Safety	Scaffolding Inspection and Work
Health and Safety	Health and Safety	Fire Safety / Fire Wardens /
Health and Safety	Health and Safety	Senior Executive Emergency Risks Management Briefing ISO50001
Health and Safety	Health and Safety	Firefighting – Foundational
Health and Safety	Health and Safety	Investigation Leadership



Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Health and Safety	Health and Safety	Orientation and Induction Training on Work Environment Safety
Health and Safety	Health and Safety	Manual Handling
Health and Safety	Health and Safety	Risk Assessment
Health and Safety	Health and Safety	Slipping, Tripping and Falling
Health and Safety	Health and Safety	Defensive Leadership
Health and Safety	Health and Safety	Display Equipment
<b>Supervisory and Leadership Category</b>		
Institutional Development	Institutional Development	Development of New Managers
Institutional Development	Institutional Development	Management with 6 Sigma Process
Institutional Development	Institutional Development	Managers with Medium Positions
Institutional Development	Institutional Development	Team Building through Harmony
Institutional Development	Institutional Development	Leadership and Influence
Institutional Development	Institutional Development	Office Policy for Managers
Institutional Development	Institutional Development	Self – Leadership
Institutional Development	Institutional Development	Creating and Managing Virtual Team

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Institutional Development	Institutional Performance	Women in Leadership
Institutional Development	Knowledge Management	Knowledge Management
Finance and Accounting	Finance and Accounting	Budgets and Financial Reports
Human Resources	Employees Performance Management	Performance Management
Human Resources	Training and Development	Conveying the Constructive Criticism
Human Resources	Training and Development	Team Building for Managers
Human Resources	Training and Development	How to become a Well-Loved Manager
Human Resources	Training and Development	Supervising Others
Human Resources	Training and Development	Training and Orientation
Human Resources	Training and Development	Skills Simplification
Human Resources	Benefits and Rewards	Employee Motivation
Human Resources	Employee Relations	Conducting Annual Employees Reviews
<b>Executive Category</b>		
Media	Media	Art of Public Speaking

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Media	Marketing and Events Management	Events Planning
Media	Marketing and Events Management	Fundamentals of Internet /Online Marketing
Media	Marketing and Events Management	Fundamentals of Marketing
Media	Marketing and Events Management	Multilevel Marketing
Media	Marketing and Events Management	Overcoming Sales Obstacles
Media	Media	Speaking on the Phone Etiquette
Media	Media	Media and Public Relations
Media	Marketing and Events Management	Social Media Marketing
Audit and Governance	Audit and Governance	Institutional Governance – Foundation Level
Institutional Development	Customer Service	Customer Happiness
Institutional Development	Customer Service	Call Center Training
Institutional Development	Customer Service	Customer Support
Institutional Development	Customer Service	corporate Behavior Development

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Institutional Development	Institutional Development	Customer Service
Institutional Development	Customer Service	Dealing with the Difficult Customers
Health and Safety	Health and Safety	Harassment at the Workplace
Health and Safety	Health and Safety	Health and Wellbeing at the Workplace
Health and Safety	Health and Safety	Safety at the Workplace
Health and Safety	Health and Safety	Safety and Crisis Management
Health and Safety	Health and Safety	Safety under Heat
Health and Safety	Health and Safety	Brief Orientation on Safety
Health and Safety	Health and Safety	Definition of Safety in Work Environment
Health and Safety	Health and Safety	Introductory Material about Services and Environment Office Work Scope
Health and Safety	Health and Safety	Narrow Workplaces
Health and Safety	Health and Safety	Noise at Workplace
Health and Safety	Health and Safety	Behavior Based - Safety
Health and Safety	Health and Safety	Environment Awareness

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
Health and Safety	Health and Safety	Senior Executive Officers Safety Briefing
Health and Safety	Health and Safety	Environment Awareness
Finance and Accounting	Contracts and Procurement	Fundamentals of Negotiation
Finance and Accounting	Contracts and Procurement	Contracts Management
Human Resources	Employee Relations	Employee Service Termination Process
Human Resources	Human Resources	Generation Gaps
Human Resources	Human Resources	Human Resources Department
Human Resources	Human Resources	Millennium Qualification
Human Resources	Human Resources	Workplace Diversity
Human Resources	Human Resources Planning	Work Succession Planning
Human Resources	Selection and Recruitment	Staff Employment
Human Resources	Training and Development	Trade Shop Employees Training
Information Technology (IT)	Information Technology (IT)	Networking Management inside the Establishment
Support Services	Support Services	Call Center Training
Support Services	Support Services	Proposals Writing

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
It includes all job families	It includes all job families	Presentation and Speaking Skills
It includes all job families	It includes all job families	Teamwork Groups Dynamics
It includes all job families	It includes all job families	Problem-Solving and Creative Decision – Making
It includes all job families	It includes all job families	Leading Change
It includes all job families	It includes all job families	Time Management and Work Pressure Control
It includes all job families	It includes all job families	Violence at Workplace
It includes all job families	It includes all job families	Institutional Loyalty
It includes all job families	It includes all job families	Reading
It includes all job families	It includes all job families	Happiness and Positivity
It includes all job families	It includes all job families	Time Management and Work Pressure Control
It includes all job families	It includes all job families	Political Empowerment in the UAE
It includes all job families	It includes all job families	Leading Change
It includes all job families	It includes all job families	Effective Orientation
It includes all job families	It includes all job families	Firmness and Self-Confidence

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
It includes all job families	It includes all job families	Problem-Solving Creativity
It includes all job families	It includes all job families	Creativity Development
It includes all job families	It includes all job families	Interpersonal Skills
It includes all job families	It includes all job families	Time Management
It includes all job families	It includes all job families	Communication Strategies
It includes all job families	It includes all job families	Ten Simple Skills you Need
It includes all job families	It includes all job families	Presentation Skills
It includes all job families	It includes all job families	Body Language Fundamentals
It includes all job families	It includes all job families	Work Ethics
It includes all job families	It includes all job families	Leading Change
It includes all job families	It includes all job families	Teamwork and Team Building
It includes all job families	It includes all job families	Communication with Network outside the Company
It includes all job families	It includes all job families	Workplace Ethics
It includes all job families	It includes all job families	Cooperative Business Writing
It includes all job families	It includes all job families	Social Media at Workplace

Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
It includes all job families	It includes all job families	Administrative Office Procedures
It includes all job families	It includes all job families	Practical Writing
It includes all job families	It includes all job families	Executive and Personal Assistants
It includes all job families	It includes all job families	Meeting Management
It includes all job families	It includes all job families	Management Support
It includes all job families	It includes all job families	Fundamental Bookkeeping
It includes all job families	It includes all job families	Organizational Skills
It includes all job families	It includes all job families	Anger Control
It includes all job families	It includes all job families	Attention Management
It includes all job families	It includes all job families	Emotional Intelligence
It includes all job families	It includes all job families	Self-Awareness Improvement
It includes all job families	It includes all job families	Increase your Happiness
It includes all job families	It includes all job families	Life Training Basics
It includes all job families	It includes all job families	Workplace Anxiety Management
It includes all job families	It includes all job families	Personal Productivity



Main Job Family	Auxiliary job family	Proposed Programs by Al-Mawrid
It includes all job families	It includes all job families	Taking Initiatives
It includes all job families	It includes all job families	Goal Setting and Getting Things Done
It includes all job families	It includes all job families	Job Search Skills
It includes all job families	It includes all job families	Personal Finance Affairs Management
It includes all job families	It includes all job families	Public Speaking
It includes all job families	It includes all job families	Social Education
It includes all job families	It includes all job families	Social Intelligence
It includes all job families	It includes all job families	Stress Management
It includes all job families	It includes all job families	Critical Thinking
It includes all job families	It includes all job families	Mental Awareness Enhancement

The training officer may benefit from all training programs or obtaining all Al Mawrid Platform Services, according to the preferential prices attached, as per the cooperation agreement concluded with the Federal Authority for Government Human Resources and IT Corner. In case that the entity would like to use all services provided by the Al-Mawrid Platform, please see the details of the cost incurred by package of features of managing and following up courses:

Ser. No.	Number of the Entity Employees	Minimum Licenses	License Expiration Period
1	1-300	500	Annual
2	301-700	1000	Annual
3	701-2000	2000	Annual
4	2001-5000	4000	Annual
5	Over 5000	6000	Annual

Ser. No.	Description	Cost per Time
1	Materials with Word or PPT format within 50 pages	40,000
2	Materials with Word or PPT format within 80 pages	55,000
3	Materials with Word or PPT format within 120 pages	65,000
4	Interactive books within 100 pages, including Infographic video on the book profile	18,000
5	Infographic video 2D for around 3 minutes	9,000



