



The Federal Government Employees' 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 main pillar in human resources development system, which is 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 federal entity to face any challenges imposed by cognitive acceleration within work environment.

**The Guide
Objectives:**

1. To identify the fundamental principles of the federal government employees training and development system.
2. To identify the objectives sought by training at the federal government and its followed mechanisms, and to educate the employee on the continuing education and its methodologies.
3. The training and development adopted by the federal government:
 - a. Individual development plan concept.
 - b. Individual development plan objectives.
 - c. Forms of Training:
 - Training programs and courses
 - Applied tasks
 - Job shadowing
 - Conferences and seminars (official missions)
 - Study leaves and grants
 - Job rotation
 - Job shadowing program
 - Secondment
 - Career succession planning program
 - d. Mechanism of entering individual plan into the system
4. Key training sources available for federal government employees:
 - E-Learning port or gateway at the federal government "Al Mawrid"
 - Preferred training partners for the Federal Government "Maaref"

First, Principles of Training and Development:

- To establish an integrated relationship between the federal government strategy priorities and training and development requirements.
- To enhance the connection between performance management system and training and development system in terms of developing a scenario for the federal entity priorities from one hand, and devising a plan for determination of training needs, according to performance evaluation on the other.
- To provide continuing and integrated training and development opportunities to 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

- 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 entity concerned and development of the required training plans.

Third, Training and Development at the Federal Government

- In 2012, the Federal Authority for Government Human Resources launched the federal government training and development system. In 2014, the Authority converted it into an electronic system and made it available via Human Resources Information Management at the Federal Government “Bayanati”. Thus, it has become possible for the employees of the ministries and entities applying such electronic system to use the automatic creation feature of the individual development plans from the Federal Government employee’s performance management system. In fact, this is one of the inputs or outcomes for the development of the employee in all behavioral, professional and scientific aspects.

A-Individual Development Plan Concept

It is a written plan for both the individual and his direct manager, as it describes the competencies to be applied by the employee in line with his career path, and enhances the development of his capacities and skills as well as the way they can be invested. Moreover, such a plan helps to raise the functional competency of the employees, face any challenges that may hamper the achievement of the specified objectives efficiently and contribute to developing training needs scenario.

B-Individual Development Plan Objectives

- To reinforce the strengths and identify areas for improvement in the employee's performance.
- To qualify the employee so that he can occupy the current and future job vacancies.
- To measure the extent of impact of results of applying training and development programs upon the institutional and individual performance.
- To bridge the gaps between the current and targeted employee's performance.

C- Forms of Training

- **Training programs and courses:** A training environment that contains an educational approach within specific training hours, which aims to provide the employees with the necessary skills and knowledge, according to a previously prepared training plan.
- **Applied tasks:** It is a form of training that aims to train the employee on doing various tasks as part of a working team or a project outside the scope of his direct job or work.
- **Job shadowing:** It is a form of training according to which the employee accompanies a qualified and specialized employee with a high competency as a shadow through his daily tasks in order to benefit from his work experience.
- **Conferences and seminars (official missions):** The employee's participation in this type of training would give him a chance to increase his knowledge and communicate with the experienced staff in certain fields of knowledge. This engagement shall be in form of either presenting a working paper or receiving new knowledge and experience.
- **Study leaves and grants:** They are paid leaves in terms of any cost or salary only that are granted to the UAE national employee to obtain a higher academic degree whether inside the UAE or abroad. It could be in form of a full-time or a part-time student.
- **Job rotation:** It is a form of training according to which the employee is rotated as per a schedule to the sections and departments of the entity concerned. Accordingly, the employee performs specific tasks to enrich his experiences with duties and services provided **by such entity where the employee works.**
- **Job shadowing program:** It is a form of training according to which an employee accompanies a qualified and specialized employee with a high competency as a shadow through his daily tasks to benefit from his work experience.
- **Secondment:** It is to place the employee temporarily outside his original workplace, provided that he maintains his job relationship with it, and that his salary is paid by the requesting entity to which he has moved as a general rule.
- **Career succession planning program:** It is an organized and well-managed strategic process, which ensures the availability of qualified personnel who are competent and capable of occupying important jobs at the federal government.

D- Mechanism of Plans Entry into the System:

To identify the most important rules for the individual development plan. Below is the mechanism of the electronic entry of the plan into the system:

On the webpage of Bayanati:

- Select self-serve responsibility for the trainer.
- Press training and development requests.
- Select individual development plan.



- * The user shall be able to see the individual development plan that was created in the past years.
 - Press the update button in case the employee would like to update the previously prepared plan.
 - Press the addition button to add a new training need.

خطة التطوير الفردية									
اختر وحدة: حذف تحديث إضافة									
عام الخطة	نوع مجال التطوير (كفاءة فنية أو سلوكية أو هدف)	كفاءات أو أهداف أخرى (في حالة إدخال أخرى في الحقل السابق)	آلية التطوير المقترحة	موضوع الدورة	مجالات تطوير أخرى (في حالة إدخال أخرى في الحقل السابق)	مستوى مجال التطوير	الوقت المستهدف لإنجاز عملية التطوير	الوقت	الحالة
2019 2019	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني	🔍	Diploma in HR specialist	تدريب أساسي	18-12-2019		
2020 2020	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني	🔍	القيادة وتطوير الذات	تدريب تطوري	17-07-2019		
2020 2020	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني	🔍	المبادئ الاستراتيجية	تدريب تطوري	28-11-2019		
2018 2018	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني		استراتيجيات ربط المسار الوظيفي بالمسار التدريبي	تدريب تطوري	24-12-2018		
2018 2018	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني		التخطيط الإستراتيجي لأقسام التدريب		06-08-2018		

Update the fields shown below:

- Plan Year – 2020
- Area of development type
- Proposed development mechanism
- Area of development
- Course topic
- Targeted time for development process

خطة تحسين

★ عام الخطة 2020

★ نوع مجال التطوير (كفاءة فنية أو سلوكية أو هدف) كفاءة سلوكية

الكفاءة أو الهدف ذات الصلة كفاءة سلوكية

كفاءات أو أهداف أخرى (في حالة إدخال أخرى في الحقل السابق) كفاءة فنية

★ آلية التطوير المقترحة هدف

مجال التطوير 🔍

موضوع الدورة 🔍

مجالات تطوير أخرى (في حالة إدخال أخرى في الحقل السابق) 🔍

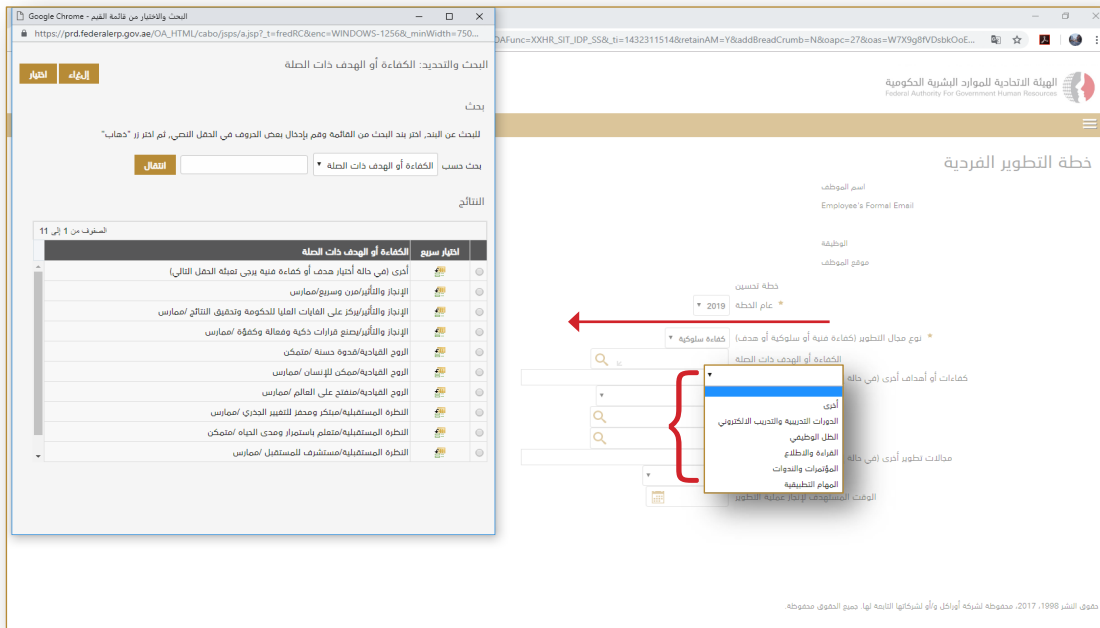
مستوى مجال التطوير 🔍

الوقت المستهدف لإنجاز عملية التطوير 🔍

Select type of area of development from the provided choices

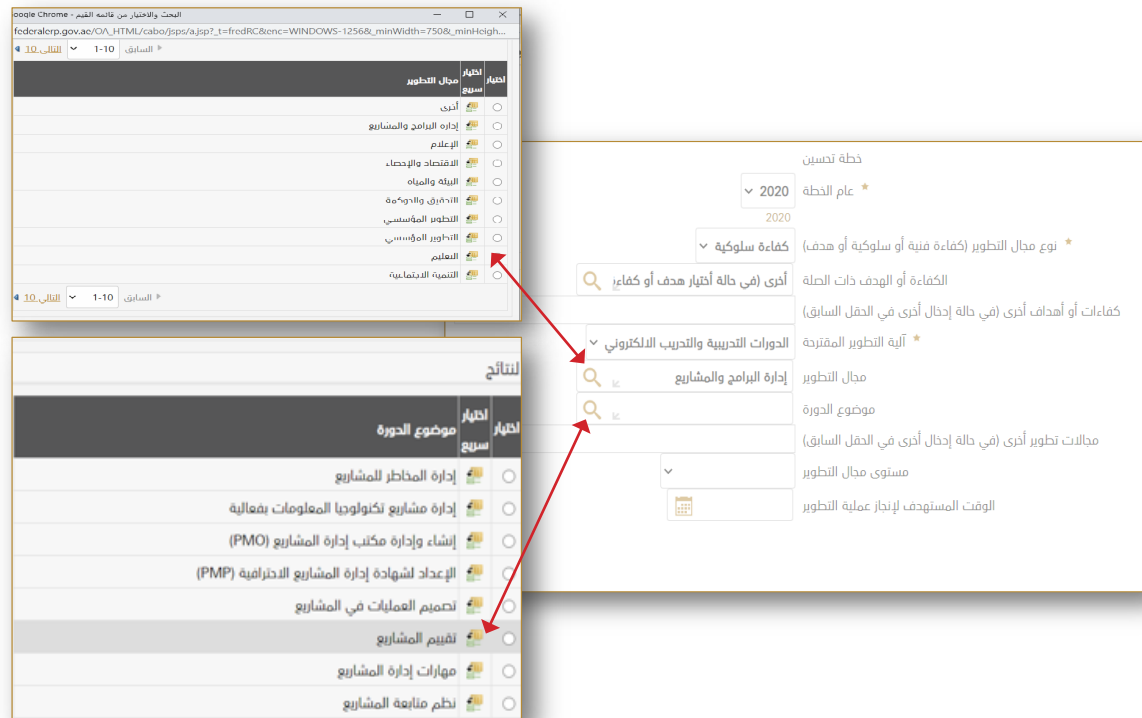
Example: Select “Behavioral competency” to determine the required type of development, where the system shall show the employee’s behavioral competencies, according to the job grade.

Press the “Proposed development mechanism”, where the employee can select the proper training type or patten.



Select “Area of development”, and a list will pop up where the employee can select the suitable area of training, according to the job family.

When pressing “Course topic”, the available training programs list will pop up from the programs bank, where the can select the suitable program.



Press “Area of development level” button, then a list will pop up where the employee may select level of the suitable training programs:

- Basic: beginner level
- Developmental: Advanced level
- Innovative: Training course that is related to innovation and creativity

Press “Targeted time to complete the development process” button, where the employee can select the proper period.

Then, press Apply

- Review your own development plan
- Send your own development plan by pressing Ok and next button:

خطة التطوير الفردية

إضافة | تحديث | حذف | انظر وحدة:

عام الخطة	نوع مجال التطوير (كفاءة فنية أو سلوكية أو هدف)	كفاءات أو أهداف أخرى (في حالة إدخال أخرى في الحقل السابق)	آلية التطوير المقترحة	موضوع الدورة	مجال تطوير أخرى (في حالة إدخال أخرى في الحقل السابق)	مستوى مجال التطوير	الوقت المستهدف لإنجاز عملية التطوير	الحالة
2019	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني		Diploma in HR specialist	تدريب أساسي	26-12-2020	تم التحديث
2020	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني		القيادة وتطوير الذات	تدريب تطوري	17-07-2019	
2020	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني		المبادئ الاستراتيجية	تدريب تطوري	28-11-2019	
2018	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني	استراتيجيات ربط المسار الوظيفي بالمسار التدريبي		تدريب تطوري	24-12-2018	
2018	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني	التخطيط الإستراتيجي لأقسام التدريب			05-08-2018	
2020	كفاءة سلوكية		الدورات التدريبية والتدريب الإلكتروني			تدريب أساسي	23-06-2020	الجدد

إلغاء | حفظ لوقت لاحق | للخلف | التالي

- Press execute/implement button, and the system sends the plan to the direct manager for approval. When done/completed, make sure that you have received the notification below:

الطلب	
2020	عام الخطة
كفاءة سلوكية	نوع مجال التطوير (كفاءة فنية أو سلوكية أو هدف)
الدورات التدريبية والتدريب الإلكتروني	آلية التطوير المقترحة
تدريب أساسي	مستوى مجال التطوير
23-06-2020	الوقت المستهدف لإنجاز عملية التطوير

إلغاء | صفحة قابلة للطباعة | حفظ لوقت لاحق | للخلف | تنفيذ

تأكيد

تم تلقي التقييمات اعتماداً

Fourth, The Key Training Sources Available for Federal Government Employees:

1-The Preferred E-Learning Partners for the Federal Government “Al Mawrid”

- Through the preferred Federal Government E- Learning Portal Initiative (Al Mawrid), a contract was signed with educational institutions and universities as well as leading global companies and consulting companies in the field of electronic development and training. The purpose of doing that is to provide professional certificates, e-training programs and courses and educational materials to the federal government employees for competitive prices.
- To be familiarized with the list of training companies and agencies operating under “Al Mawrid” Initiative umbrella, the employees of the federal ministries and entities can access the websites of such agencies or institutions. They may also learn about the e-training programs and courses provided by each agency or institution, and a profile on such programs, including the discount rate granted to them. To do so, please access the link below:

<https://www.fahr.gov.ae/portal/ar/about-fahr/initiatives/al-mawrid-federal-government-e-learning-portal-initiative.aspx>

Mechanism of Accessing the Page of the Preferred E-Learning Partners for the Federal Government “Al Mawrid”

Firstly,

- Access the Federal Authority for Government Human Resources website: www.fahr.gov.ae
- Press the icon shown below in the name of Al-Mawrid



Secondly,

- List of training providers (companies and institutions) names – e-learning partners.



Thirdly,

- To learn about the company and most important programs provided by it, please press the company's logo.
- To register in courses, please press the link to access the company's website, then you will be transferred to an external site.
- Complete the form and select from the training workshops list shown.

برادفيلد للتعليم والتطوير

تأسست شركة برادفيلد في كامبريدج ، المملكة المتحدة منذ أكثر من 20 عامًا. مركزنا المعتمد CIDP و ILM ، أسواقنا الرئيسية هي الخليج والمملكة المتحدة. تتخصص الشركة في حلول التدريب والتطوير حسب الطلب ، على سبيل المثال تنمية القيادة ومراكز تقييم القيادة واستشارات الموارد البشرية. نحن في برادفيلد ملتزمون بالتطوير المهني والشخصي المستمر في جميع أنحاء منطقة الخليج. ومن خلال استخدامنا المتزايد للتكنولوجيا، نحن قادرون على تقديم بيئات تعلم متنوعة يمكن تكييفها مع أي متعلم ومنهج المرونة والحرية في التعلم بشروطهم الخاصة، والتي نعلم أنها مهمة لأي شخص يتطلع إلى التعلم إلى جانب التزاماته الأخرى.

إن خبرة مدربيننا في مجالاتهم المفضلة من الموارد البشرية، التدريب والتطوير والقيادة والإدارة، إلى جانب خدمة العملاء، نأمل أن تجد التعلم مع برادفيلد تجربة قيمة حقًا وتتطلع إلى الترحيب بك في أحد برامجنا.

للتسجيل بدورات : <http://bradfield.co.uk/fahr-training>

نسبة الخصم لموظفي الجهات الاتحادية : 20%

Complete this form to book your place!

First Name

Last Name

Work Email

Phone Number

Organisation

Job Title

Choose a Course

Choose a Course

Complimentary Presentation Skills Workshop - 25th June 10am

ILM Level 5 Award in Leadership & Management

ILM Level 5 Award in Leadership & Management

Effective Communication Skills - 31 day virtual workshop - 20th June

EQEP - 31 day virtual workshop - 21st June

Interviewing Skills - 30 day virtual workshop - 19th July

Meeting Customer Needs - 31 day virtual workshop - 12th July

Time Management - 31 day virtual workshop - 30th July

2-Federal Government E-learning port Initiative ((Al-Mawrid))

It is possible to use the Federal government e-learning port initiative ((Al-Mawrid)) that has been launched by the Authority in the late 2019, which is considered to be an integrated platform to provide all continuing learning services. It also provides various sources of self-learning that is directed to serve the development of future cognitive and professional skills of the Federal Government employees.

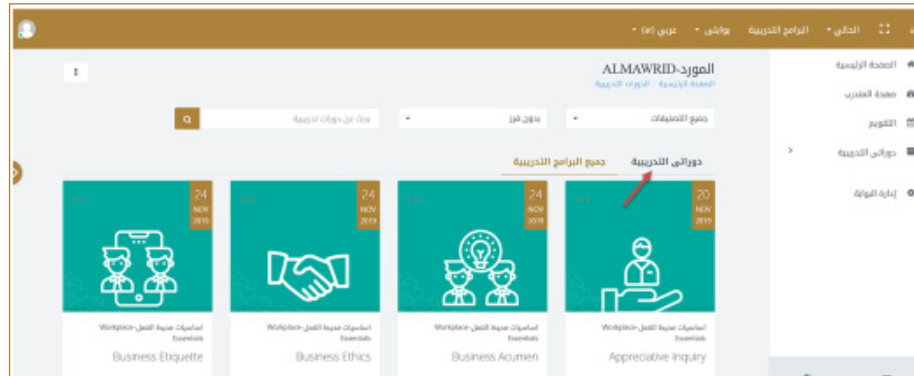
Mechanism of Registration and Access to “Al-Mawrid” Platform



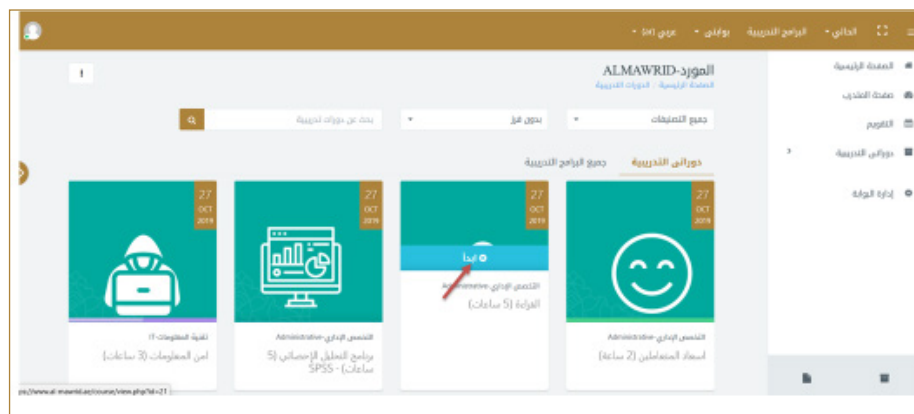
Press my account from the username list: employee number/ID (other than the entity code) and password: Dubai_5000 or your own password if you have already changed it (Please change it, using a new password).



To access the courses that are provided for free or those to which the employee was nominated to attend, please press my training courses listed, according to job families.



Select the training course and press the word ((start)):



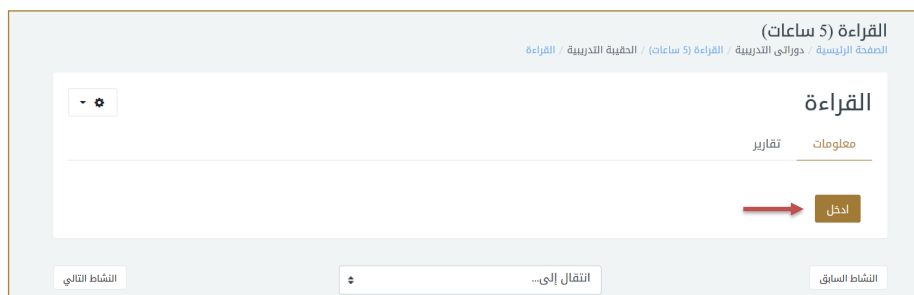
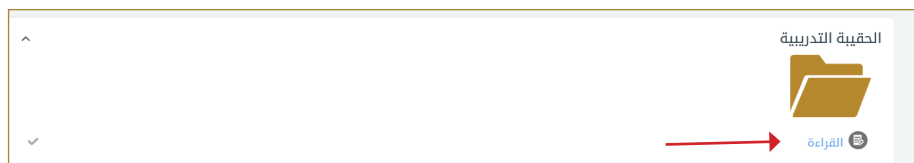
To access the topics of the course or its objectives, please see the screen below:



To participate in the course, forum or chatroom:



To start the training program:



After completion of the training course, please press the course evaluation form. After this form is completed, the employee shall automatically obtain an electronic participation certificate or by pressing my port in my certificates list.



3-The preferred training partners for the Federal Government “Maaref” Initiative

The preferred training partners for the Federal Government “Maaref” Initiative idea that was launched by the Authority in 2013 is based upon enumerating the best training providers in the country and preparing a list of that. It has also made it available to the federal ministries and entities to benefit from their training programs with competitive prices. Moreover, the list would also enable the federal ministries and entities to select the courses, which fit the needs of their employees, find out the venues where they are conducted and evaluate such courses by linking them to the Federal Government employees' electronic development and training system.

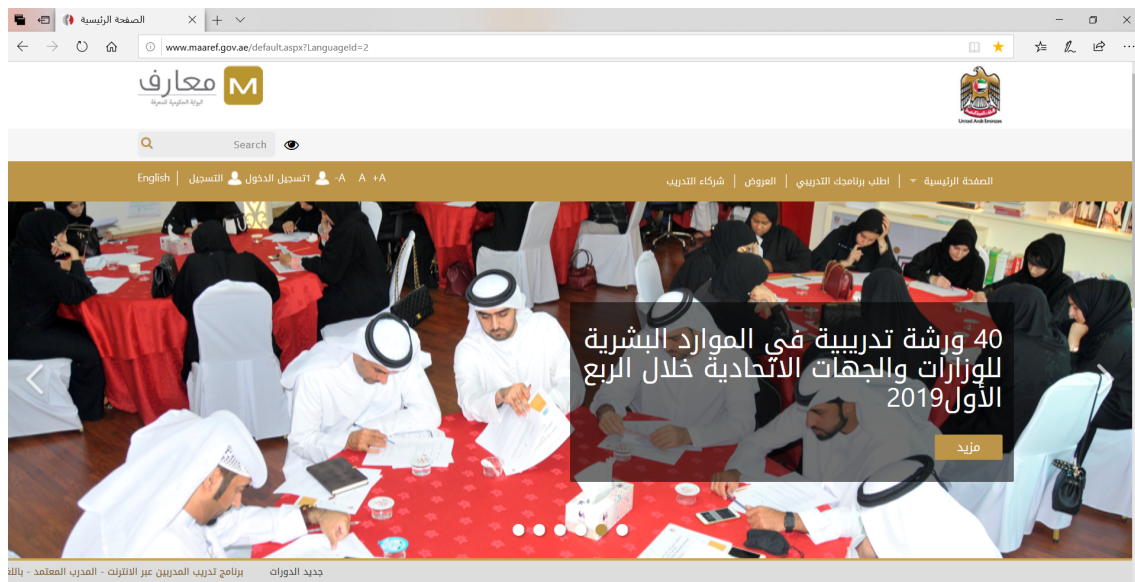
Furthermore, “Maaref” Initiative also aims to secure a trusted quality training for all Federal Government employees, meets the training need and achieve the financial abundance from the training budgets of federal entities.

“Maaref” E-Gate:

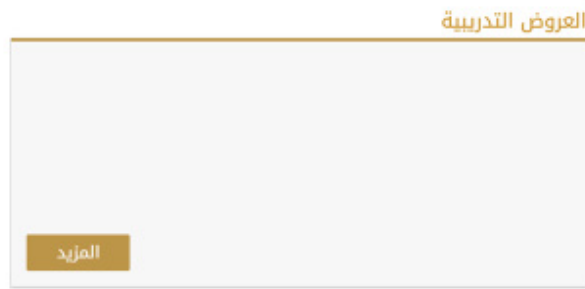
To access the latest training courses provided by the training providers that are accredited by the Federal Government, please press the following link to visit the Maaref website: www.maaref.gov.ae.

Mechanism of Accessing Al-Maaref Website and Requesting to Join the Training Courses

Visit the Maaref website: www.maaref.gov.ae.



Press: More in the training offers box

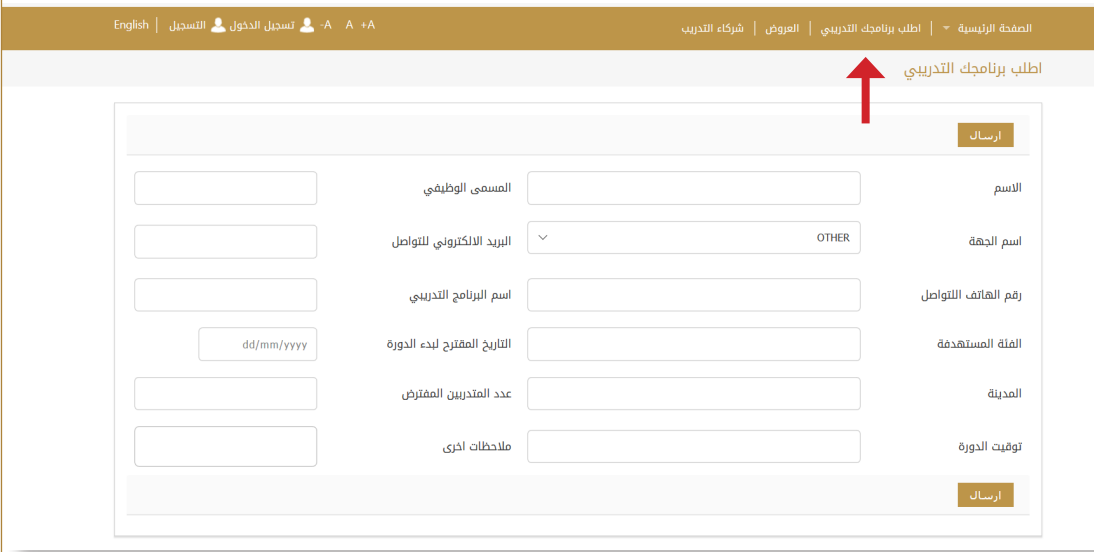


Select from the courses list:

- Discounted courses
- Free courses
- Free seats

Then, press register and fill out the information

Through request your training program feature, you can obtain the training program that you are interested in, and fill out the information as follows:



The screenshot shows a web interface with a top navigation bar. The bar contains links for 'English', 'التسجيل' (Registration), 'تسجيل الدخول' (Login), 'A - A + A', 'الصفحة الرئيسية' (Home), 'اطلب برنامجك التدريبي' (Request your training program), 'العروض' (Offers), and 'شركاء التدريب' (Training Partners). A red arrow points to the 'اطلب برنامجك التدريبي' link.

Below the navigation bar, the main content area is titled 'اطلب برنامجك التدريبي' (Request your training program). It contains a form with the following fields:

- الاسم (Name): Text input field.
- اسم الجهة (Institution Name): Text input field.
- رقم الهاتف للتواصل (Contact Phone Number): Text input field.
- الفترة المستهدفة (Target Period): Text input field.
- المدينة (City): Text input field.
- توقيت الدورة (Session Time): Text input field.
- المسمى الوظيفي (Job Title): Text input field.
- البريد الإلكتروني للتواصل (Contact Email): Text input field.
- اسم البرنامج التدريبي (Training Program Name): Text input field.
- التاريخ المقترح لبدء الدورة (Proposed Start Date): Text input field with a date picker (dd/mm/yyyy).
- عدد المتدربين المقترض (Estimated Number of Trainees): Text input field.
- ملاحظات أخرى (Other Notes): Text input field.

There are two 'ارسال' (Send) buttons: one at the top right of the form and one at the bottom right.

