



PALESTINIAN NATIONAL AUTHORITY
MINISTRY OF EDUCATION AND HIGHER EDUCATION

WORK PLAN 2011

NATIONAL INSTITUTE FOR EDUCATIONAL TRAINING



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1. Introduction

The National Institute for Educational Training sticks to achieving its goals that he was established for according to the Ministry's of Education and Higher Education trends in terms of improving educational staff capacities in all levels. In reference to this theme -and according to the trends of the five year plan- including its branches that have to deal with the management and quality, the NIET's plan for year 2011 reflects the comprehensive of its role especially due to the new responsibilities dealing with qualifying teachers according to the strategy of qualifying teachers. A strategy for training administrative employees has been developed according to special study linked the training needs to the job description under joint efforts from all related directories in the ministry.

Some significant experiences have been achieved to NIET during past years in terms of training principals and administrative staff. Plan of year 2011 is not only based on what has been achieved but also came to create long-term training programs through specialized professional diploma which includes different fields of work pillars in the education system. Thus, the interest in raising the administrative performance has been integrated with the interest in improving employees' capacities in specialized technical fields which have never been taken in consideration by the programs' designers.

By looking to all axes in the plan, we can easily recognize its reality and comprehensiveness as well as its interest in partnership and integration with the general directories in the ministry. Moreover, we can sense using the experiences in NIET for the benefit of networking with many associations locally and internationally.

We hope that such a plan will be considered as one of the outstanding efforts resources that the ministry did to develop the educational status and improve the educational process. Also, we hope that the plan reflects the real needs of the workers staff in the directories since the plan focuses on the training specialized field. All of this came as a result for: the ministry's strategic plan, meeting the ministry's staff needs, the special strategic activities of the five year plan since the improvement of the performance quality depends on improvement of education and learning.

What we care about is not just focusing on training in the plan since taking care of: studies, activation resources, networking and developing NIET's facilities are important pillars in work during year 2011 side by side with activation MIS Training system that is considering special mark in documentation training data to complete the work with Administrative Affairs System and other MIS Systems.

Dr. Shahenaz Al-Far

Director General of National Institute for Educational Training

2. Background and Priorities

According to the Ministry's strategic plan as well as meeting the needs of its staffs and due to the strategic activities that are resulted from five year plan, NIET conducts training programs continuously which aim at: developing the educational system in Palestine, supporting capacities building through improving the Ministry's staff skills, improving employee's performance level and improving the quality of education and learning. These programs target all workers categories in the Ministry including: heads of divisions, heads of directories, heads of departments in the ministry and directories, schools' principals and teachers, librarians, secretaries and the administrative employees whether they are working in the ministry or in the directories.

- **Building capacities of administrative staff**
 - Workshops according to the training needs and job description for all the working staff at the ministry according to subject:
 - Computer skills (basic computer skills, advanced computer skills and ICT skills).
 - Leadership and administrative skills (writing reports, performance assessment, empowerment, strategic planning, communication and networking).
 - Specialized subjects (English language, producing educational means, and adult education means).
 - Specialized professional diploma program: it's offered to specific categories that practice the profession
 - Especial education diploma
 - School leadership diploma
 - Library diploma
 - Qualifying teachers' diploma (classes from 1 to 4).
 - Educational supervision diploma
 - Evaluation and assessment diploma
- **Produce training materials in terms of training teachers and administrative employees as well as designing training materials guidebooks in different fields.**
- **Interest in studies and researches through:**
 - Conducting at least two studies annually to supply decision makers in the ministry with data that supports the development of educational polices in the ministry.
 - Conducting studies deal with NIET's work.
 - Issue manuals that are related to the Palestinian Active School.
 - Develop educational standards for the education system.
 - Issue guidebook related to the Palestinian active school.
 - Issue educational booklets in field of building capacities on NIET's website.
- **Develop assessment forms for workshops and trainers in cooperation with related training institutes.**

- **Activate resources center (library) through:**
 - Find communication technique between trainers and trainees as well as offer e-research and manual services that indicate their needs of books and references.
 - Establish database related to studies and paper abstracts that have to deal with educational field and put them on the NIET's website.
- **Develop job descriptions, work procedures and performance assessment forms in cooperation with related directories in the ministry.**
- **Increase the number of beneficiaries from the blended training by training one group every three months.**
- **Develop techniques to establish cooperation agreements with international and local associations and institutes.**
- **Improve the used financial systems.**
- **Renew some facilities in NIET and improve their readiness to perform workshops.**
- **Establish cooperative relation with training centers in the ministry and NGOs.**

3. The Work Strategy at NIET for the year 2011

The main goal is: improving human resources in the ministry due to technical, administrative and informational developments that affect the administrative performance and education quality.

No.	Strategic Goal	Strategic Activity	The Indicators by the End of year 2011	Funding Resource
1.	Improving work quality and productivity for all administrative staff at all levels in the ministry.	Training the human resources in the high and middle executive directories in fields of administrative skills, leadership and specialized skills that fit the nature of the job.	<ol style="list-style-type: none"> 1. 80% of the administrative participants who took part at the training activities have prepared administrative plan to develop work at their sections and they have passed the requirements of the training program. 2. 50% of the administrative participants who took part at the training increased their professional and personal initiatives which reflect a recognized improvement in keeping in touch with others based on the measurements that have been arranged before every training. 3. 70% of the technical employees have passed successfully specialized tests required for the training and they have produced product that fit the field they have been working in (computerized program, financial plan, technical report, etc). 4. 100% of the training materials have been issued, printed and used in the workshops and then documented in the NIET's library. 	B. F
2.	Enrich the ministry's staff in some specific specialized fields with profession license (libraries, school management, special education, educational supervision, children kindergartens, teachers)	Develop the specialized professional diploma in many fields, such as: libraries, school management, special education, educational supervision, CIT, qualifying trainers).	<ol style="list-style-type: none"> 5. 60 employees in the ministry have passed successfully the specialized professional diploma requirements in different majors, such as: (libraries, school management, special education, educational supervision, CIT, qualifying trainers). 6. 60 employees who have passed the diploma prepared developing plans for their profession and started the implementation. 	B. F
3.	Improve the performance	Develop the class	7. All courses of the diploma have been prepared (1 to 4).	WB

	of the teachers in the primary level in all aspects (class one to four).	teachers' abilities (from 1 to 4).	8. 30 employees are now working based on work plans and programs that were prepared already.	
4.	Improve the performance and abilities of the employees in NIET (the work seek and productivity) by using training during work and training through feedback process.	Develop the human resources' capacities as well as the administrative and financial systems in NIET.	<p>9. 10 employees of NIET are now able to lead training workshops and diploma programs. They also can easily hold the responsibility of such tasks from the designing stage till finding the impact.</p> <p>10. 5 employees of NIET are now able to design and conduct research studies such as: (educational studies, assessment study for assessment training workshops...etc).</p> <p>11. Raising the rate of occupying NIET's facilities by other external association to 5%.</p> <p>12. Systems and data were developed to facilitate implementing joint programs.</p> <p>13. New list of prices for renting the NIET's facilities is founded.</p> <p>14. Procedures guidebook related to the financial and administrative process were prepared.</p> <p>15. The website page for NIET has been developed as well as improving the loading and research process.</p> <p>16. 90 % of NIET's news is now available.</p>	B.F
5.	Improve the quality of the educational planning in all fields at the ministry.	Support polices at the ministry by offering helpful data and important indicators.	<p>17. The manual of Active School's standards is available in English and Arabic language with a percent of 100%.</p> <p>18. The performance assessment for the administrative employees has improved by percentage of 10%.</p> <p>19. Performance assessment form has been designed, developed and adopted based on transparency and partnership.</p> <p>20. A conference and two meetings have been held to present and discuss the results and recommendations of the conducted studies side by side with other studies related to other specialized educational authorities.</p> <p>21. 50% of the policies' committee decisions have based</p>	B.F

			<p>on the results of researches and studies.</p> <p>22. At least one educational study has been published in masterful magazines.</p>	
6.	<p>Improve the quality of educational planning in all fields at the ministry as well as activate the cooperation agreements with other partners, such as: Alqasmi and Queen Rania Academy.</p>	<p>Keeping in touch and hold partnership with local, regional and international associations.</p>	<p>23. NIET has signed three cooperation agreements with local, regional and international associations.</p> <p>24. 50 schools' principals have passed the requirements of the administrative leadership program in cooperation with EDECOD institute in Finland.</p> <p>25. 15 educational joint activities were conducted (academic session, conference, joint training....etc) between the ministry and other local, regional and international associations.</p> <p>26. Three cooperation agreements with local, regional and international associations have been signed.</p> <p>27. NIET staff has visited 5 field visits to other local, regional and international associations to exchange experiences and training.</p> <p>28. Joining training program with Alqasmi Academy.</p> <p>29. Six training materials have been developed by NIET.</p> <p>30. The training activities which come under the frame of "Palestine is my School" have implemented by NIET.</p>	B.F
7.	<p>Using computerized technology for the advantage of building educational system based on IT.</p>	<p>The past sixth strategic activities.</p>	<p>31. Found best use for information technology and communication in all strategic activity.</p> <p>32. Increase the rate of using E-Training and ICT in developing training materials.</p>	Belgian Project

4. The special goals and outputs of training programs for year 2011

First: educational leadership program for principals.
Goal: develop administrative and technical skills and abilities for principals.
Output 1: 120 principals are now able to organize the work in their schools effectively. Output 2: 120 principals are now able to control the work in their schools effectively. Output 3: 50 principals are now able to control team management in work in their schools. Output 4: 50 principals are now believe in empowerment and they practice it. Output 5: 50 principals are now able to deal with daily problems positively. Output 6: 50 principals are now able to control their meetings effectively. Output 7: 250 principals are now able to put operational and developing plans to their schools. Output 8: 50 principals are now able to evaluate his employees' performance based on clear standards. Output 9: 50 principals are now able to conduct action researches. Output 10: 25 principals are now having training skills.

Second: educational leadership training program for high administration
Goal: develop administrative and technical skills as well as the abilities for the directors general, heads of directories and their vices, and heads of divisions.
Output 1: 22 directors general and their representatives participate in setting polices in the ministry. Output 2: 22 directors general and their representatives are now able to manage teamwork in their directories effectively. Output 3: 22 directors general and their representatives are having now communication and networking skills. Output 4: 22 directors general and their representatives are now able to control human resources in their directories effectively. Output 5: 25 directors general and their representatives are now able to control projects in their directories effectively. Output 6: 25 directors general and their representatives are having now speaking skills in English language. Output 7: 25 directors general and their representatives are now able to control financial resources in their directories effectively. Output 8: 25 head of directories are now able to evaluate their employees' performance based on clear standards. Output 9: 50 head of divisions are now able to control teamwork in their departments effectively. Output 10: 50 head of divisions are now able to evaluate their employees' performance based on clear standards. Output 11: 50 head of divisions are now able to set development plans for their departments. Output 12: 50 head of divisions are now able to set budget based on scientific pillars. Output 13: 75 head of divisions and head of directories are now manage their departments effectively. Output 14: 18 head of divisions are now having speaking skills in English Language.

Third: educational leadership training program for middle administration
Goal: develop administrative and technical skills and abilities for the head sections.
<p>Output 1: 125 heads of departments are now able to build and manage teams at work.</p> <p>Output 2: 225 heads of departments are now able to build action researches for their departments.</p> <p>Output 3: 125 heads of departments are now able to conduct, follow up and evaluate projects.</p> <p>Output 4: 75 heads of departments are now able to manage data effectively.</p> <p>Output 5: 300 heads of departments are now able to evaluate their employees' performance based on clear standards.</p> <p>Output 6: 25 heads of departments are now having training skills.</p> <p>Output 7: 25 heads of departments are now able to set budget based on scientific pillars.</p> <p>Output 8: 25 heads of departments are now having creative abilities and skills in media and public relations.</p>

Fourth: the program of continuing professional development/ administrative assistants
First goal: develop administrative and technical skills as well as the abilities for the administrative employees and secretaries in the ministry.
<p>Output 1: 100 administrative employees are now having skills in public relations and protocol.</p> <p>Output 2: 150 administrative employees are now able to fulfill the formal correspondences clearly.</p> <p>Output 3: 300 administrative employees are now able to document their folders and archive correctly.</p> <p>Output 4: 75 administrative employees are now having skills of communication and networking.</p>
Second goal: improve the abilities and skills of the internal supervision in NIET.
<p>Output 1: 25 employees in the internal supervision are now having control skills and internal following up.</p> <p>Output 2: 20 employees in NIET are having high technical and administrative skills.</p>
Third goal: improve the abilities of 60 employees in the ministry in ICDL that was carried out for 70 training hours in year 2011.
Output 1: 60 employees in the ministry are able to use computer easily.
Fourth goal: improve skills for 20 programmer from the ministry and directories about how to use graphic designing, programming, and data base during the year 2011.
<p>Output 1: 40 programmers have trained on graphic designing programs for 60 training hours.</p> <p>Output 2: 40 programmers have trained on data base programs for 30 training hours.</p>
Fifth goal: improve abilities of 100 employees at the ministry in field of using information technology in administrative work for 120 training hours during the year 2011.
<p>Output 1: 20 administrative employees in the ministry are now able to analyze financial data and computerizing them.</p> <p>Output 2: 20 administrative employees in the ministry are now able to analyze statistic data and providing them to decision makers.</p> <p>Output 3: 20 administrative employees in the ministry are now able to document the folders electronically.</p> <p>Output 4: 20 administrative employees in the ministry are now able to write report based on</p>

computer programs' results. Output 5: 20 administrative employees in the ministry are now able to run and use windows 7 and other related programs.
Sixth goal: improve abilities of 100 employees at the ministry in field of blended education for 90 training hours during the year 2011.
Output 1: 20 employees in special education are now able to use moodle environment in blended education. Output 2: 25 school principals are now able to use moodle environment in blended education. Output 3: 25 librarians at schools are able no to use moodle environment in blended education. Output 4: 60 employees from local and international institutions are able to use moodle environment in blended education.

Fifth: the program of continuing professional development/ teachers
First goal: improve the abilities of the teachers and supervisors from the ministry and its related directories concerning the networks and computers' maintenance as well as designing internet pages during year 2011.
Output 1: 80 supervisors and teachers have been trained on networks and computers' maintenance for 30 training hors. Output 2: 40 supervisors and computer technician have been trained on designing internet pages for 30 training hours.
Second goal: improve the abilities for 10 schools in field of using computer and internet during year 2011.
Output 1: 10 schools have internet access. Output 2: 40 teachers and supervisors from their directories are now able to use technology in schools' classes. Output 3: 5 following up visits were conducted to the participant schools.
Third goal: promote the level of qualifications for public education teachers.
Output 1: 50 teachers from illiteracy centers are now having high communication and networking skills. Output 2: 50 teachers from illiteracy centers are now able to produce education aids. Output 3: 50 teachers from illiteracy centers are now having skills of the means of teaching adults.

Sixth: qualifying teachers program (classes 1-4)
Goal: qualify teachers of level (1-4) by a project form the ministry of finance: (Finland, Norwegian, and Germany finance).
Output 1: 5 accredited qualifying programs are ready to be implemented by the participated universities in the project. Output 2: 4 workshops for discussing the suggested programs were conducted. Output 3: 12 field visits to the universities and schools which the training will be holding in have conducted. Output 4: there are 300 qualified teacher for the classes from (1 - 4). Output 5: the final report for the first phase from the project is ready.

Seventh: program of specialized professional diploma in special education
Goal: achieve professional development for the supervisors of public education.
Output 1: there are 21 training units are ready.
Output 2: 20 trainers from the supervisors of public education have finished the practical and theoretical training.
Output 3: 18 field visits have been conducted.
Output 4: 6 assessment sessions were conducted during the implementation period of the program.
Output 5: there are 6 folders including the diploma students' researches and reports.

Eighth: the professional diploma for librarians.
First goal: develop library diploma program according to quality standards and notes of Accreditation and Quality Assurance Commission (AQAC)
Output 1: there is a plan for the specialized professional diploma in school libraries and accredited by (AQAC).
Output 2: there are 12 training guidebooks are prepared for the diploma courses based on accreditation standards and they are ready to be used in the training field.
Output 3: there are 20 books and references are available at NIET's library which are required resources in diploma program.
Second goal: make coordination for accreditation the strategy of developing capacities.
Output 1: 25 of new librarians in public schools have passed training about activation the school library in the educational process.
Output 2: 50 of new librarians in public schools have passed training about ICDL.
Output 3: 30% of new librarians in public schools are engaged to the professional diploma program concerning the libraries.

Ninth: the school improvement program based on active Palestinian standards.
First goal: achieve active school based on self improvement due to active school standards.
Output 1: The teachers' staffs for 12 schools are trained to diagnose the school status according to the standards.
Output 2: there is diagnosing study for the participants' school in the project.
Output 3: The participant schools are supported with the required sources.
Output 4: the evaluation report is ready.
Second goal: prepare and develop training materials in different areas.
Output 1: there are 20 reference materials are ready.
Output 2: there are 20 reference guidebooks are ready.

Tenth: support polices and decisions' makers
Goal: supply the decision makers with data that helps in developing educational polices through conducting studies side by side with training in average of two studies yearly.
33. Output 1: The manual of Active School's standards is available in English and Arabic language with a percent of 100%.
Output 2: NIET performed a study about (the impact of e-learning on students' achievement in

ten schools in teachers' and principals' perspective).

Output 3: NIET performed a study about (diagnose the schools' statuses that are participating in school improvement process which based on the Palestinian active school's standards).

Output 4: there was educational meeting in which the latest educational developments were discussed concerning educational studies and researches.

Eleventh: the MIS program in computerizing data.

Goal: use the computer techniques for the benefit of building computerizing data system (MIS).

Output 1: authorized the MIS system that enables auditing and classifying data.

Output 2: the NIET's systems are integrated with the ministry's systems.

Twelfth: the library computerized system

Goal: classify the sources and references that are available in the library at the ministry after moving them to NIET's library.

Output 1: there are 7500 books, references and magazines are classified and sealed by NIET seal in its library.

Output 2: there are 7500 books, references and magazines are classified by NIET computerized system with barcode so can be easily borrowed.

Output 3: the data packages are classified and computerized according to the new library system.

Second goal: enrich the sources and resources center with the new publications that can serve the training process at NIET.

Output 1: There are copies for studies, researches and specialized magazines are available at the library.

Output 2: there are new publications in the sources and resources center that are specialized in training and diploma programs.

Output 3: there are some websites for international libraries on the computerized system of the library.

Third goal: activate the library of NIET for the ministry, training, trainers and researchers.

Output 1: there is work plan to activate NIET's library at the end of second week from January.

Output 2: identification booklets for the library services are spread to the general directories in the ministry by the end of January, 2011.

Output 3: there are new services in terms of library services for NIET staff, ministry, trainers, trainee and researchers.

Fourth goal: following up, issuing, designing and producing training materials, publication and studies.

Output 1: there are training materials that are issued and audited.

Output 2: there are training materials which are designed and produced based on quality standards.

Output 3: there are training materials that are prepared by NIET staff and documented electronically and in paper at NIET's library.

Summary of Training Courses 2011

No.	Session Title	Goal	Target Group	Trainers	No. Hours	No. of groups	No. of Participants	Date of Expected Implementation
1	Qualifying trainers	Continuing development	Heads of departments and principals	External/ from NIET	30	3	84	17- 27 Jan 9- 19 Oct 1-16 Nov
2	E- Blended Learning	Continuing development	Heads of departments, principals and teachers (9)	External/ from NIET	30	10	250	19- 31 Jan 4- 13 Apr 12- 21 Jun 18- 27 Jul 16- 23 Aug 1-18 Sep 5- 26 Oct 1-30 Nov 13- 28 Dec
3	Time Management	The specialized professional diploma program in School management	Schools' principals	NIET	15	2	50	25- 27 Jan 10- 24 Nov
4	The school self evaluation	Continuing development	Schools' principals	NIET	20	2	48	1-30 Jan
5	Correspondences	Continuing development	Administrative employees and secretaries	NIET	15	6	150	24- 27 Jan 13- 17 Feb 17- 19 May 29- 31 Aug 4- 6 Oct 25- 27 Dec
6	ICDL	Continuing development	Administrative employees, secretaries and librarians	NIET	30	7	175	15- 30 Jan 1-28 Feb 20- 29 Mar 18- 27 Apr 17- 26 May 13- 22 Jun 10- 25 Jul

7	Projects' Management	Continuing development	Head of: divisions, directories and departments.	NIET	35	8	193	10- 28 Feb 15- 28 Feb 1-14 Mar 11- 26 Apr 6- 22 Jun 1-16 Aug 1-30 Nov 6- 21 Dec
8	Action Research	Continuing development	Head of: divisions and principals	External/ from NIET	25	2	50	1-15 Feb 17- 25 Aug
9	Individuals' Management	Continuing development	Head of divisions	External/ from NIET	20	1	25	20- 28 Feb
10	Team work	Continuing development	Head of: departments, principals and heads of divisions	NIET	20	3	75	6- 15 Feb 21- 29 Mar 4- 12 Jul
11	Action Planning	Continuing development	Head of: departments	The ministry/ NIET	15	7	175	1-17 Feb 3- 5 May 14- 16 Jun 3- 11 Jul 5- 24 Sep 4- 12 Oct 8- 22 Nov
12	Electronic Archiving	Continuing development	Head of, departments, administrative employees and secretaries	External	30	8	200	15- 28 Feb 7- 28 Feb 6- 15 Mar 3- 12 May 1-16 Jul 7- 16 Aug 3- 23 Oct 6- 21 Nov
13	Strategic	Continuing	Head of	NIET	30	3	75	15- 28 Feb

	planning	development	departments and principals					7- 15 Mar 3- 12 Apr
14	SPSS	Continuing development	Technology from directories	External	30	1	25	1-25 Feb
15	Data Management	Continuing development	Head of departments	External	15	2	50	15- 17 Mar 11- 13 Sep
16	Meetings Management	Special diploma in school management	principals	NIET	20	1	25	1-14 Mar
17	Communication and networking	Continuing development	Administrative employees and secretaries	NIET	20	3	75	23- 31 Mar 20- 28 Jul 23- 31 Nov
18	Financial analysis by using Excel	Continuing development	Accountant from the ministry and directories	External	30	1	25	15- 24 Mar
19	Flash	Continuing development	Technology teachers	External	30	1	25	1-10 Mar
20	Photoshop	Continuing development	Technology teachers	External	30	1	25	1-10 Mar
21	Set polices	Continuing development	Director general	External	6	1	22	4- 5 Apr 4-8 Aug
22	Performance assessment	Continuing development	Head of departments and divisions	External/ from NIET	20	9	218	14- 16 Apr 20-28 Apr 6- 14 Apr 9- 17 May 20- 28 Jul 3- 11 Jul 3- 11 Aug 14- 22 Sep 4- 12 Oct
23	Team building	Continuing development	Head of departments	NIET	20	1	25	13- 21 Apr
24	Problems' solving and making decisions	Special diploma in school management	Schools' principals	External/ from NIET	25	1	25	18- 27 Apr

25	Administrative leadership skills	Continuing development	Head of divisions	External	20	2	25	2- 10 May 2- 10 Nov
26	Public relations & protocol	Continuing development	Administrative employees and secretaries	External	20	4	50	18- 26 May 19- 27 Dec
27	Continue the training in libraries program	Special diploma in libraries	Librarians at schools	External	30	8	200	16- 25 May 21- 31 Jun 3- 31 Jul 8- 18 Aug 4- 19 Sep 3- 31 Oct 3- 24 Nov 11- 26 Dec
28	English Language	Continuing development	Head of divisions	External/ from NIET	35	4	18	1-16 Jun 1-30 Aug 1-29 Aug 3-19 Jul
29	Windows 7	Continuing development	Administrative employees and secretaries	External/ from NIET	30	1	25	5- 14 Jun
30	Computer maintains	Continuing development	Technology teachers	External	30	1	25	19- 28 Jun
31	Dream Weaver	Continuing development	Teachers	External	30	1	25	15- 30 Jun
32	Continue training in special education program	Special diploma in special education	Supervisors form public education	External	30	6	150	5- 27 Jul 25- 31 Aug 8- 17 Sep 4- 25 Oct 15- 24 Nov 20- 29 Dec
33	Introduction to school management	Special diploma in school management	Teachers were nominated as principals	NIET/ external/ ministry	35	4	110	8- 16 Aug
34	Management of Human	Continuing development	Directors general	External/ from	20	1	22	1-30 Sep

	Resources			NIET				
35	Set budgets	Continuing development	Heads of departments	External	30	1	25	6- 21 Sep
36	Internal monitoring	Continuing development	Heads of departments from the ministry and directories	External	20	1	25	14- 19 Sep
37	Microsoft Desktop Support Technician	Continuing development	Computer teachers	External	30	1	25	19- 31 Sep
38	Financial Management	Continuing development	Head of divisions	External	15	1	18	13- 15 Oct
39	Steering the new principal	Special diploma in school management	Principals	NIET/ external/ ministry	30	4	110	5- 20 Oct
40	Web Programming Vusing ASP	Continuing development	Programmers and computer engineers from the ministry and directories	External	30	1	25	16- 27 Oct
41	Financial Management and set budgets	Continuing development	Head of divisions	External	30	1	25	4- 19 Dec
42	Media	Continuing development	Heads of public relations departments	External	20	1	20	19- 27 Dec
Total					1046	127	3013	



NIET

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المعهد الوطني للتدريب التربوي

National Institute of Educational Training
Albireh, Jabal Attawil
Near to Alhashemieh School

المعهد الوطني للتدريب التربوي
جبل الطويل / البيرة
بجانب مدرسة الهاشمية

تلفون : 02 2409840/2/3

فاكس : 02 2409841

بريد الكتروني : info@niet.ps

الموقع الالكتروني : www.niet.ps

