

## The mechanism of preparing and implementing the training activities plan

1. A training priority investigation is carried out by:
  1. To determine the priorities of faculty members for training during this semester, they are addressed to fill out the questionnaire at the link <https://forms.gle/cCfDVttj4NYUFUno6>
  2. To determine the priorities of quality and prepare for the accreditation of the program, the work of investigating the training needs according to the opinion of the quality committees by addressing them through administrative contacts to fill out the form of needs for program accreditation.
2. The activity outlet is addressed to determine when to execute the attached activity.
3. The activity is then announced, and the target group is notified in sufficient time attached.
4. Immediately after the activity is carried out, a feedback feed for the activity is made by responding to the resolution on the link below <https://forms.gle/sf8qsFeKX1HbYBXR8> as an example of problem-solving education.
5. By the end of the year, faculty members will be addressed to respond to the training impact assessment questionnaire on the faculty member on the <https://forms.gle/TEEsSsxEYhvJXGHVA>

*Chairman of Training Committee*

*Abdelraheem A Almhoub*

