

Refresher Training Courses

I: General Principles of the Refresher Training

Purpose of training: To refresh information and develop the skills of the trainees in the general and specialized fields of policing according to the functions of the department in which the trainee is working.

Training Venue:

1. For the general directorates and departments (MOI building), venue will be determined later.
2. For the police headquarters, general directorates and departments outside of the scope of the Ministry, trainings will be held at their premises.

Trainees: Comprise officers, non-commissioned officers, and personnel at each headquarters, general directorate or department. Officers training programs are separated from NCOs programs.

Number of training Courses: According to the plans of the headquarters and general directorates.

Course Duration: Ten (10) days of each month have been earmarked for the refresher training.

Number of trainees: the total number of employees in each general directorate / headquarter / department is to be divided by the number of the training courses, to ensure that all receive training by the end of the training year.

II: Preparation and implementation

Each headquarter / general directorate / department shall prepare a sub-plan for implementation of the training program. As indicated by H.E. Assistant Undersecretary for Management and Planning, in his letter no. 433/14/33 dated 4/6/2008, the sub-plan must include:

1. Dates of the training periods, which should not be interrupted by official holidays or vacations.
2. Number of participants in each course.
3. The lecturers, who should be specialized and competent, from the each entity, but lecturers from other department can also be co-opted.

III: Training Halls

According to the arrangements of the headquarters, general directorates and departments.

IV: Training curricula

Composed of three modules:

1. Module 1: Material introduced by the Ministry, e.g. Governmental Excellence, Strategic Planning..etc.
2. Module 2: subjects and materials reflecting the general/broad specialization, to be implemented at general directorate level.
3. Module 3: subjects and materials reflecting the sub-specialization, to be implemented at sectional or branch levels.

V: Follow-up and Assessment

The departments / sections / branches of human resources shall undertake the following:

1. Prepare the sub-plans for execution.
2. Monitor programs execution
3. Coordinate with the General Directorate for Human Resources regarding the execution and its impediments, and providing the Directorate with the following data:
 - a. A monthly statement of the number of those who have received the training.
 - b. A semi-annual statement that includes a list of names for those who have received training alongside those who failed to take the training with explanations as to why.
4. The Directorate General of Human Resources shall undertake, in coordination with the Inspector General's Office, field follow-up and assessment of the refresher training.