

## **Training Enrollment Instructions**

### **I. Enrollment requirements**

Requirements for training enrollment plan this year are as follows:

1. Candidate must be UAE Emirati national to enroll in the specialized, foundational, and advanced courses.
2. Should be MOI staff member. Nevertheless, upon approval of the MOI Undersecretary, personnel of GCC ministries of interior may be enrolled in the training courses.
3. The applicant's nature of work should be in harmony with the goals of his organization.
4. Commitment to full-time studies and training.
5. Enrollment for any of these courses is subject to the selection and approval of the participant's place of work
6. Wearing the uniform.

### **II. Preparation of Sub-Plans and Course Placement Procedures**

**The following procedures shall be followed:**

1. Each general directorate/ general headquarters/ department shall at the beginning of each training year prepare a sub-plan containing the following:
  - a. Refresher training Course: curriculum, training schedule and number of trainees in each course.
  - b. The number of persons to attend basic training during the training year.
  - c. Names of officers to join the specialized courses and leadership courses, as well as names of non-commissioned officers and constables, indicating their places of work. Attendance is mandatory on the date specified in the plan.

- d. the proposed internal security exercises, and the proposed scenario for implementation on each exercise.
2. Complete the applications of officers, non-commissioned officers, and constables and submit to the Human Resources Department at least one month prior to the beginning of each scheduled course in order to confirm the information included in the sub-plans.
3. The concerned department shall be informed about accepting the potential trainees.
4. Candidates who do not reside within the training center must be present 7:30 a.m., whereas full-timers staying in the premises of the training center shall comply with the daily program schedule.
5. Late candidates coming one week after commencement of the course, will not be admitted to any course whether they presented acceptable or unacceptable excuses.
6. Upon successful completion of course, candidates shall be awarded Success Certificate or Certificate of Completion or Participation in the course.

**Ministry of Interior**  
Human Resources General Directorate  
Training Department  
Follow-up and Evaluation



**Training Effectiveness Evaluation Form (Trainee/1)**  
**Level of Learning and Acquired Knowledge**

• **Trainee Personal Data:**

Military nr:..... Rank.....Name: .....  
Department:.....Unit:.....  
Mobile: .....Email:.....

• **Course Information:**

Course title:.....

• **Training provider:**.....

Duration:.....Date:.....  
Venue:.....

• **Training needs:**

- needs related to the career path
- needs related to development initiatives
- needs related to employee annual training plan
- needs related to Key Performance Indicators of the organizational unit
- needs related to functional competence

- **Training impact**

module	Criteria	Rating	Weak	Satisfactory	Good	Very Good	Excellent
		Score	*1	*2	3	4	5
<b>The level of Learning</b>	The level of understanding the content of the learning objectives (knowledge and skills) targeted by the training program.						
	The training program contributed to imparting the proper attitude to manage and complete the tasks related to the targeted learning objectives						
	Ability to apply the training objectives targeted by the training program.						
	The training program contributed to teaching measurement of performance indicators of achieving the learning objectives (outcomes).						
	The training program contributed to the development of analytical and creative thinking skills to achieve the learning objectives targeted by the training program.						
<b>General Evaluation</b>	The course contributed to fulfill the targeted training needs.						

- Notes and suggestions:\* give reasons if the evaluation was (weak, satisfactory)

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Note:

- in coordination with the direct supervisor, the trainee shall develop an action plan to implement the learning objectives targeted by the training program.
- This form shall be *completed by the trainee* and submitted to his direct supervisor immediately after resuming work.
- A copy of the evaluation form shall be sent to the General Directorate for Human Resources - Training Department - Follow-up and Evaluation Section

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Human Resources General Directorate  
Training Department  
Follow-up and Evaluation



**Training Effectiveness Evaluation Form (Trainee/2)**  
**Change of attitude, level of applying the acquired knowledge and Skills**

- **Trainee Personal Data:**  
Military nr:..... Rank.....Name: .....  
Department:.....Unit:.....  
Mobile: .....Email:.....
- **Course Information:**  
Course title:.....
- **Training provider:**.....  
Duration:.....Date:.....  
Venue:.....

- **Training needs:**

- needs related to the career path
- needs related to development initiatives
- needs related to employee annual training plan
- needs related to Key Performance Indicators of the organizational unit
- needs related to functional competence

- Training impact

module	Criteria	Rating	Weak	Satisfactory	Good	Very Good	Excellent
		Score	*1	*2	3	4	5
Learning Level	I was able to apply what I have learnt through an action plan to implement the learning objectives in coordination with the direct supervisor.						
	I was able to undertake the functional tasks associated with the learning objectives with greater self-reliance.						
	I was able to undertake the functional tasks and accomplish duties related to the learning objectives in a more effective manner.						
	I managed to handle challenges and interact within the work environment in a better manner.						
	I managed to address the obstacles and develop work in a better manner.						
General Evaluation	The course contributed to improvement of my functional capabilities.						

Notes and suggestions : \* give reasons if the evaluation was (weak, satisfactory

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**Note:**

- in coordination with the direct supervisor , the trainee shall develop an action plan to implement the learning objectives targeted by the training program.
- The evaluation form shall be completed by the trainee passing a period of 1 to 3 months after passing the training program
- A copy of this form, together with the Training Effectiveness Evaluation Form (by the direct supervisor) shall be sent to the General Directorate for Human Resources -Training Department - Follow-up and Evaluation Section

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 Follow-up and Evaluation**



**Training Impact Evaluation Form (Direct Supervisor)  
 Development of Trainee’s Functional Capabilities (Skills, Knowledge, and Attitude)**

- **Trainee Personal Data:**  
 Military nr:..... Rank.....Name: .....Position.....  
 Department:.....Unit:.....
- **Course Information:**  
 Course title:.....
- Training provider:.....  
 Course Duration:..... Date:..... Venue:.....
- **Training needs:**

- needs related to the career path
- needs related to development initiatives
- needs related to employee annual training plan
- needs related to Key Performance Indicators (KPIs) of the organizational unit
- needs related to functional competence

module	Criteria	Rating	Weak	Satisfactory	Good	Very Good	Excellent
		Score	*1	*2	3	4	5
		Performance development	Before training	After training			
effectiveness of job performance	Ability to complete the action plan related to the implementation of the learning objectives.						
	Development of functional empowerment as a result of the training.						
	Improved performance, improved high productivity, and quality of work related to the action plan.						
	Perseverance, cooperation and ability to take responsibility.						
	Ability to analyze process and develop.						
	Training program has contributed to improving the functional competence of the employee.						

- **Recommendations:**

**Needs retraining (point out the targeted training topics )**

Needs advanced training

**Targeted learning objectives:**

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- **Notes and suggestions : \* give reasons if the evaluation was (weak, satisfactory)**

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- **Direct Supervisor:..... Rank:... .. Signature:.....**

- Note:
- In coordination with the employee, the direct supervisor shall develop an action plan to implement the learning objectives targeted by the annual program, follow-up implementation and final evaluation.
- The direct supervisor shall evaluate the trainee after "one to three months" after the date of passing the training program.
- This form together with the Training Effectiveness Evaluation Form (trainee/2) shall be sent to the General Directorate for Human Resources -Training Department - Follow-up and Evaluation Section

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Human Resources General Directorate  
Training Department  
Follow-up and Evaluation**

### Training Program Evaluation Form

#### Quality Levels of Training Program Components

**Course title:**.....**Training Provider:**.....  
**Venue:**.....**Date:**.....**Duration:**.....  
**Name:**.....**Rank:**.....**Phone:**.....  
**Unit:**.....**E-mail:**.....

<b>First: Knowledge and training objectives</b>	<b>Score</b>
• training material clear and relevant to the learning objectives.	
• Sequence and coherence of ideas	
• Training content emulates real work environment	
• Training topics coping with the most modern concepts, applications, and practices.	
• training material contains local and international models and applications.	
• Course duration compared to the volume of training material	
• Preparation, coordination and production of the material (training handout).	

<b>Second: Trainer/ Lecturer :</b>	<b>Score</b>
• Introduction of topics, objectives, and outcomes of the training program.	
• Revising and highlighting the most important ideas.	
• Using modern training techniques (group exercises, case study, benchmarking, etc.).	
• Encouraging participation and answering questions.	
• Explanation of training material and transfer of knowledge.	
• Using modern training techniques and media (presentations, ...).	

<b>Third: Technical and administrative aspects and support services</b>	<b>Score</b>
• Administrative coordination, supervision and service of trainees	
• Training Hall, preparations and training tools (lighting, air conditioning, furniture, and teaching aids).	
• Amenities and support services (Rest room, catering, places for prayer, health facilities).	

<b>Fourth: General Assessment</b>	<b>Score</b>
• Suitability of the training's content to your training needs.	
• Conformity of the training program to your expectations (instructional material, course delivery, training environment, amenities/support services).	
• Would you recommend others to attend the training program?	
• Would you like to attend another training program with the same trainer?	

❖ **Evaluation:**

Weak	1	Satisfactory	2	Good	3	Very Good	4	Excellent	5
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❖ Notes and suggestions : \* \* give reasons if the evaluation was (weak, satisfactory)

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Training Department  
Follow-up and Evaluation**



**Trainer Evaluation Form  
“Competency and Professionalism in Training Program Implementation”**

SR	Data of Trainer/ Training Program	
1	Name of the trainer/ lecturer :	
2	Training program :	
3	Duration :	
4	Venue :	
5	Date : From To	
General preparation		Evaluation
1	Personal introduction and overcoming psychological barriers	
2	Identifying the overall objective, main topics, and structure of the training program	
3	Reviewing the learning objectives and explaining the targeted training outcomes	
Evaluation of the instructional material		Evaluation
1	Readiness and proper preparation of the training material	
2	Linking the subject material to the main topics	

3	Presentation of modern knowledge, case studies and review of successful experiences and practices	
4	Using examples, applications, and exercises	
5	Sequence and logical connection in the presentation of the training material	
6	Compatibility of the volume of training material with the training schedule	
7	Linking the topics with the practical reality of the trainees work environment	
8	Diversity of the training techniques	
9	Diversity of the training material	
10	Explanation, sound delivery, clarity of handwriting	
11	Reviewing and highlighting the most important training concepts, applications, and outcomes	
<b>Training program management</b>		<b>Evaluation</b>
1	Organization and time management	
2	Showing respect for customs and traditions	
3	Accepting others' opinion and criticism	
4	Respecting individual differences	
5	Responding to trainees' inquiries and interventions	
6	Capitalizing on the trainees' expertise	
7	Distributing of participation, initiating discussions, and motivating the trainees	
<b>Personality traits</b>		<b>Evaluation</b>
1	General appearance	
2	Commitment and taking responsibility	
3	Dedication and cooperation	
4	Strength of Personality	



General Supervisor	
Rank and number	
Name	
Date	
Signature	

Rating scale	Satisfactory	Weak	Good	Very good	Excellent
Score	1	2	3	4	5

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<b>Model: HRD-QP 16/01</b>	<b>Issue No : 03</b>	<b>06/05/2013</b>
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### **Delegation Instructions**

By virtue of a Ministerial decree, student delegation to attend a training course or a scholarship may be terminated in any of the following cases:

1. Losing physical or mental fitness during the study period.
2. Losing eligibility according to the rules and regulations of the hosting institution.
3. If the reports about the candidate from the hosting institution, UAE Cultural Attaché or Military Liaison Officers at the host country were unsatisfactory.
4. If the delegated student changed his field of study, or the specialization for which he was delegated, or shifted to another institution without prior consent of the Ministry.
5. If the candidate committed a disgraceful action, or embraced destructive principles that contradict the teachings of Islam, or the traditions and high ideals of the country.
6. If the delegated student got married to a foreigner during the scholarship period.

**Training Department Phone Numbers**

<b>Job Title</b>	<b>Extension</b>	<b>Direct</b>	<b>Fax</b>
<b>Director, Training Department</b>	22855	4022855	02-4415820
<b>Head, Planning Section</b>	22848	4022848	
<b>Head, Assessment and Follow up Section</b>	22868	4022868	
<b>Head, Training Section</b>	22844	4022844	02-4022848
<b>Chief Registry Clerk, Training Department</b>	22849	4022849	02-4022862
			02-4414757
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For more information about the 2015 Annual Training Plan through barcode