

Basic Skills of Training Quality Specialist



PROGRAMME OBJECTIVES:

1. Identify the 5 main questions of Reviews Framework in the Kingdom of Bahrain.
2. Analyze and carry out 6 duties of a Quality Specialist with courtesy and integrity.
3. Prepare accurate judgment about quality of training and learning.
4. Plan for a review meeting effectively.
5. Develop and evaluative written paragraph

CONTENTS:

- Introduction to “Quality Specialist” training.
- Module 1: an introduction to Institute Reviews in the Kingdom of Bahrain.
- Module 1: additional notes.
- Module 2: the effective Quality Specialist.
- Module 2: additional notes.
- Module 3: the effective Quality Specialist (continued).
- Module 3: additional notes.
- Module 4: writing and quality assurance.
- Module 4: additional notes

TARGET TRAINEES: Quality Specialist and those staff who work in the quality of training or observing the delivery of training.

DURATION: 60 hours

ASSESSMENT: Presentation, Exam, Class Observation and a mock review report.

CERTIFICATE: Completion Certificate

FEES: BD 1200