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. منظمة الأمم المتحدة . للتربية والعلم والثقافة

المركز الإقليمي . لتكنولوجيا العلومات والاتصال ل



Online Training Programs Guide

2023/2024

The Regional Centre for Information and Communication Technology, located in Manama, Kingdom of Bahrain was established in 2008 as a Category 2 center under the auspices of UNESCO.

Our Vision

Pioneering innovation and scientific research, promoting cooperation in capacity-building and setting regional standards in the field of information and communication technology.

Our Mission

Leadership, innovation, sustainability and building distinguished and creative competencies in the field of information and communication technology over the next (4) years.

Our training programs aim to

Promoting creativity, innovation and hands-on experience in information and communication technology in order to build capacities and professional skills as well as encouraging the production & publication of Arabic digital content thus achieving the fourth goal of sustainable development goals.

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Effective Infographic Design Criteria

Overall Goal of the Program

Introduce participants to the concept of infographics, its forms and components.

By the end of the training program, the trainee is expected to be able to:

- Familiarize with the concept of infographics, its forms and components.
- Determine the characteristics of infographics and the effectiveness of their use.
- Employ certain standards for the production and design of the infographic using specific tools.

Number of accredited hours for the training program

15 Accredited Hours.

Target Group

Teachers / Senior Teachers / Specialists/All those interested within or outside the Ministry of Education.

Trainer Name

Estiqlal Al Sayed Saeed Ali.

Requirements for passing the program

- Submitting activities and assignments.
- Submitting the final project.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target: 📆 4.4 / 4.7

• Goal Target: 5.5

• Goal Target: 8.2

Sustainable Development Goals 2030

Overall Goal of the Program

Inculcating and entrenching the values and goals of Sustainable Development 2030 (SDGs 2030) and translating them into positive behaviors

By the end of the training program, the trainee is expected to be able to:

- •Learn about the Sustainable Development Goals 2030.
- •Identify the fourth SDG goal, "Quality Education".
- •Spreading the culture of the SDGs 2030 in society.
- •Developing a project proposal that contributes to achieving the SDGs 2030, with a focus on the fourth SDG goal of education by employing modern technology.

Number of accredited hours for the training program

20 Accredited Hours.

Target Group

Teachers / Senior Teachers / Specialists / Senior Specialists / Assistant Managers/ School Principals / Directors/All those interested within or outside the Ministry of Education.

Trainer Name

Aesha khalid AlQattan - Raja Abdulla AlKoheji.

Requirements for passing the program

- Attendance.
- Submitting activities and assignment.
- Submitting the final project.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target: 4.4 / 4.7

Cloud Computing Applications

Overall Goal of the Program

This program aims to establish the concepts of cloud computing applications and introduce participants to the applications and methods used in employing this technology in various fixed and portable computer environments.

By the end of the training program, the trainee is expected to be able to:

- Familiarize the trainees with the concept and characteristics of cloud computing.
- Identify the types of cloud computing services and models.
- Learn about the most popular cloud service providers.
- Learn about the advantages and opportunities of effective cloud computing.
- Highlight the benefits of using cloud computing in education and e-learning.
- Employing applications with cloud computing in education.

Number of accredited hours for the training program

15 Accredited Hours.

Target Group

Teachers / Senior Teachers / All those interested within or outside the Ministry of Education.

Trainer Name

Amina Abdulmohsin AlQarainis.

Requirements for passing the program

- Submitting activities and assignments.
- Submitting the final project.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target: 4.4 / 4.7

• Goal Target: 8.2 / 8.3

• Goal Target: 5.1

• Goal Target: 72.8

• Goal Target: 77.6/17.8

Designing and Publishing E-Book

Overall Goal of the Program

Enhancing the cognitive skills and practical applications of trainees required to develop and publish an electronic book.

By the end of the training program, the trainee is expected to be able to:

- Create an E-Book.
- Use the basic tools of the program (Kotbi).
- Publish and sharing an E-Book.

Number of accredited hours for the training program

15 Accredited Hours.

Target Group

All those interested within or outside the Ministry of Education.

Trainer Name

Hanan Mahmoud Sharaf.

Requirements for passing the program

- Submitting activities and assignments.
- Submitting the final project with passing grade of 70%.

This program is aligned with the Sustainable Development Goals 2030

- Goal Target: 4.4 / 4.3/4.7
- Goal Target: 9 5.1
- Goal Target: M 8.2
- Goal Target: 8 9.5

Interactive Data Visualization and Analytics by Using Microsoft Power BI

Overall Goal of the Program

Developing the skills and knowledge competencies of Ministry of Education employees in the Microsoft Power BI training program according to specific standards.

By the end of the training program, the trainee is expected to be able to:

- Familiarize the trainees with the basic components of Microsoft Power BI.
- Learn about the main components of Microsoft Power BI and the difference between them.
- Connect to data sources, to form data models and build reports using Microsoft Excel.
- Learn to utilize the Dashboard to include visualizations and graphs that show the required statistics that have been linked via an excel file.
- Use Power BI Desktop to share and publish reports online.

Number of accredited hours for the training program

10 Accredited Hours.

Target Group

All those interested within or outside the Ministry of Education.

Trainer Name

Hiba Abdulfattah AlJabr.

Requirements for passing the program

- Submitting activities and assignments.
- Submitting the final project.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target: 4.4 / 4.c /4.7



Design and creating a website using Microsoft SharePoint

Overall Goal of the Program

Developing trainees' competencies, skills, and knowledge in the training program entitled: Designing and creating a website using Microsoft SharePoint, according to specific criteria.

By the end of the training program, the trainee is expected to be able to:

- To be familiarized with Microsoft SharePoint and it's features.
- Create a website.
- Delete, add, and edit new Web Parts.
- Adding News, New Events, and Countdown Timer.
- Add and edit navigation buttons between pages Edit Navigation.
- Create an integrated project that includes an intranet website and match it according to the project design standards.

Number of accredited hours for the training program

15 Accredited Hours

Target Group

All those interested within or outside the Ministry of Education.

Trainer Name

Hiba Abdulfattah AlJabr.

Requirements for passing the program

Handing in the final project.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target:

4.7

Basic concepts in Intellectual Fortification Skills (Online)

Overall Goal of the Program

Providing the trainees with the knowledge and skills related to the concept of moderation, types of electronic terrorism, and the role of teachers in promoting moderation and avoiding deviant thought and electronic terrorism among students.

By the end of the training program, the trainee is expected to be able to:

- The concept of moderation and its place in Muslim behavior.
- The pillars of moderation and the importance of adopting the moderate approach.
- The concept, causes and manifestations of intellectual deviation.
- Types of intellectual deviation, and the most prominent effects and risks.
- The concept and types of electronic terrorism.
- The stages and manifestations of catching and attracting young people via the Internet.
- The characteristics of extremist intellectual sites and the reasons for the youth's attraction to deviant thought on the Internet.
- Ways to confront intellectual deviation.
- The role of the teacher and the school in promoting moderation and avoiding deviant thought and electronic terrorism among students.

Number of accredited hours for the training program

5 Accredited Hours

Target Group

Teacher / Senior Teacher / Assistant Principal / School Principal / Specialist / Senior Specialist / Head.

Trainer Name

Fatima Mahdi Hussain.

Requirements for passing the program

• Completing a number of training activities during the training program.

This program is aligned with the Sustainable Development Goals 2030

• Goal Target:



For sustainable learning - First: Educational Establishment

Includes a number of sub-training programs as follows

Sub-training programs	Number of accredited hours	Sub-training programs	Number of accredited hours
1. Fundamentals Program.	6	2. Planning for effective learning objectives Program.	3
3. Initiation and conclusion of the educational position program.	2	 The skill of formulating questions in order to learn Program. 	3
5. Multiple styles and intelligences in the classroom.	3	6. Differentiated Education Frameworks Program.	5
7. Principles of Assessment for Learning program.	5	8. Planning to achieve better outputs program.	6

Overall Goal of the program

Providing the trainees with the basic knowledge and skills in classroom management and the standards of conducting an effective lesson.

By the end of the training program, the trainee is expected to be able to:

- Clarify the components of classroom management.
- Deduce the characteristics of the introductory activities and the conclusion of the lesson and
- the characteristics of each, with a discussion of practical examples.
- Explain the types of learning objectives and how to formulate them correctly with illustrative examples.
- Distinguish the types of class questions and methods of receiving students' answers for the sake of learning.
- Explain the components of differentiated education, some strategies, and procedures for their application with practical examples.
- Distinguish types of assessment and components of evaluation for learning.
- Explain how lessons are planned for better outcomes.

Target Group

New teachers / new specialists.

Trainer Name

Fatima Mahdi Hussain.

Requirements for passing the program

- Attendance according to the number of hours specified for each training program.
- Implementation of training activities according to the subject of specialization.

This program is aligned with the Sustainable Development Goals 2030

• Goal:



Target: 4.7

For sustainable learning -Second: Educational Construction

Includes a number of sub-training programs as follows

Cub turining and an	Number of	C. I. Austrian and a survey	Number of
Sub-training programs	accredited	Sub-training programs	accredited
	hours		hours
1. Positive Classroom Management		2. Program of educational competencies	6
program.		and procedural objectives of education.	O
3. Classroom and student questions for	Е	4. The differentiation recruitment program	15
learning program.	5	to support learners.	13
5. A program for effective start-up	2	6. Effective conclusion of the lesson	3
activities.	2	program.	3
7. A program for effective evaluation.	15	8. Program for developing higher order	20
7. A program for effective evaluation.	12	thinking skills for learners.	20

Overall Goal of the program

Providing trainees with the knowledge and skills necessary to achieve effective lesson standards more successfully in educational situations, while considering the integration of ISTE standards.

By the end of the training program, the trainee is expected to be able to:

- Clarify methods and procedures for managing students 'behavior effectively, managing time productively, and raising students' motivation towards learning.
- ISTE Standards Statement that relates to Effective Lesson Standards.
- Distinguish types of educational competencies, success criteria and performance indicators.
- Explain ways to motivate students to ask questions in order to learn.
- Applying differentiated education strategies and measures to integrate them with technology in education.
- Statement of Assessment for Learning and Assessment as Learning.
- Statement of strategies for developing students' higher thinking skills.

Target Group

Experienced teachers, head teachers / experienced specialists, senior specialists / group heads and section heads.

Trainer Name

Fatima Mahdi Hussain.

Requirements for passing the program

- Attendance according to the number of hours specified for each training program.
- Implementation of training activities.
- Applying the acquired skills in a mini-educational situation and in the presence of trainees, represented in the Employment Differentiation Program to support learners and for effective evaluation and development of higher order thinking skills for learners.

This program is aligned with the Sustainable Development Goals 2030

Goal:



Target: 4.7

For sustainable learning - Third: Educational Leadership

Includes a number of sub-training programs as follows

Sub-training programs	Number of accredited hours
A general framework program for classroom management, educational competencies and learning objectives.	6
2. Founding effective introductory activities and employing differentiation to support learners.	5
3. The basic concepts program for classroom questions and students' questions for effective learning, evaluation and conclusion of the lesson.	5
4. Basics of developing higher-order thinking skills program for learners.	6

Overall Goal of the program

Introduce learners to effective lesson standards that are successful in educational situations and how to properly integrate them with ISTE standards by teachers.

By the end of the training program, the trainee is expected to be able to:

- Clarify the general framework for positive classroom management, educational competencies, and the basis for students' questions for learning.
- Demonstrate how to use differentiation to support learners and assessment effectively and to integrate them effectively with technology.
- Explain the basics of developing higher-order thinking skills for learners.
- The ISTE Standards Statement and how they relate to the Effective Lesson Standards.

Target Group

School leaders (principals and assistant directors).

Trainer Name

Fatima Mahdi Hussain.

Requirements for passing the program

- Attendance according to the number of hours specified for each training program.
- Implementation of training activities according to the subject of specialization.

This program is aligned with the Sustainable Development Goals 2030

• Goal:



Target: 4.7

Microsoft Certified Educator (MCE)

Overall Goal of the Program

- · Facilitate student collaboration.
- · Facilitate skilled communication.
- Facilitate the construction of knowledge.
- · Facilitate self-regulation.
- Facilitate real world problem solving and innovation.
- Facilitate students' use of information and communication tools (ICT).
- Utilizing information and communication technology to become an effective teacher.

Number of accredited hours for the training program

• 20 Accredited Hours.

Target Group

All employees of the Ministry of Education.

Requirements for passing the program

- Training online through the Microsoft Academy website.
- Passing 8 online courses and the final exam.

This program is aligned with the Sustainable Development Goals 2030

• Goal:



• Goal:



Goal:



Target: 8.2

• Goal:



Target: 7.1

Microsoft Office Specialist (MOS) - PowerPoint

Overall Goal of the Program

Empower students to pass the professional exam to prove proficiency in creating, editing, and enhancing professional presentations and slideshows.

By the end of the training program, the trainee is expected to be able to:

- Presentation Design –Students will become experts in visually appealing slide design.
- Slide Creation –Students will master creating different types of slides and properly inserting content.
- Animation Mastery –Students will learn how to apply transitions and animations professionally.
- Collaboration –Students will gain skills to collaborate and align presentations with coworkers.
- Professional Expertise –Students will demonstrate expertise in creating professional presentations.

Target Group

Students.

Requirements for passing the program

· Pass the Certification Exam.

Global Citizenship Education Program (GCED)

Overall goal of the program

Enabling trainees of all ages to participate in effective roles and translate them into positive behaviors, both at the local and global levels, and to build more peaceful, tolerant, inclusive and secure societies.

By the end of the training program, the trainee is expected to be able to:

- Clarify some of the global citizenship education concepts.
- A statement of teaching and learning methods and strategies for global citizenship.
- Distinguishing GCED assessment and evaluation tools.
- Applying one of the strategies for integrating education for global citizenship in different educational situations.

Number of accredited hours for the training program

15 accredited hours

Teacher, Senior Teacher, Assistant Principal, School Principal, Specialist, Senior Specialist, Head, Others.

Trainer Name

Raja Abdulla AlKooheji

Requirements for passing the program

- 70% attendance of the training program.
- A computer / Microsoft 365 account.
- Submission of the final project.

This program is aligned with the Sustainable Development Goals 2030

Goal



:Target : 4.5 /4.7

Education for Sustainable Development

Overall goal of the program

Integrating the concept of "Education for Sustainable Development" within educational and training practices.

By the end of the training program, the trainee is expected to be able to:

- Understand what sustainable development is.
- Cover the Statement of United Nations efforts in education for sustainable development from 2005 to date.
- Learn about the United Nations Decade of Education for Sustainable Development.
- Learn about the program statement: Global Action on Education for Sustainable Development.
- Mastering the 2030 Education for Sustainable Development Framework.
- Be able to reorient Education for Sustainable Development.

Number of accredited hours for the training program

10 accredited hours.

Target Group

All those interested from inside and outside the Ministry of Education.

Trainer Name

Aesha Khalid Al-Qattan.

Requirements for passing the program

- 70% attendance.
- Submitting the final project with a minimum score of 60%.

This program is aligned with the Sustainable Development Goals 2030

• Goal :Target :4.7

Number	Training Program title	SDG Goals	SDG Targets
1	Effective Infographic Design Criteria	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. 5. Achieve gender equality and empower all women and girls. 8. Promote sustained inclusive and sustainable economic growth, full and productive employment and decent work for all	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. 4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life. 8.2 Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors.
2	Sustainable Development Goals 2030	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. 4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.

Number	Training Program title	SDG Goals	SDG Targets
3	Cloud Computing Applications	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. 5. Achieve gender equality and empower all women and girls 8. Promote sustained inclusive and sustainable economic growth, full and productive employment and decent work for all. 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and sustainable economic growth, full and productive employment and decent work for all. 12. Ensure sustainable consumption and production patterns. 17. Strengthen the means of implementation and revitalize the global partnership for sustainable development.	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. 4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 5.1 End all forms of discrimination against all women and girls everywhere. 8.2 Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and laborintensive sectors. 8.3 Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services. 12.8 By 2030, ensure that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature 17.6 Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge sharing on mutually agreed terms, including through improved coordination among existing mechanisms, at the United Nations level, and through a global technology facilitation mechanism. 17.8 Fully operationalize the technology bank and science, technology and innovation capacity-building mechanism for least developed countries by 2017 and enhance the use of enabling technology, in particular information and communications technology.

Number	Training Program title	SDG Goals	SDG Targets
4	Designing and Publishing E- Book	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all 5. Achieve gender equality and empower all women and girls 8. Promote sustained inclusive and sustainable economic growth, full and productive employment and decent work for all 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	 4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. 4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 5.1 End all forms of discrimination against all women and girls everywhere. 8.2 Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labor-intensive sectors. 9.5 Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending
5	Interactive Data Visualization and Analytics by Using Microsoft Power BI	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	 4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. 4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 4.C By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States.

Number	Training Program title	SDG Goals	SDG Targets
6	Design and creating a website using Microsoft SharePoint	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.
7	Basic concepts in Intellectual Fortification Skills (Online	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.
8	For sustainable learning - First: Educational Establishment	4. Ensure inclusive and equitable quality	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable
9	For sustainable learning -Second: Educational Construction	education and promote lifelong learning opportunities	development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.
10	For sustainable learning - Third: Educational Leadership	for all	acrospinent.

Number	Training Program title	SDG Goals	SDG Targets
11	Microsoft Certified Educator (MCE)	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. 5. Achieve gender equality and empower all women and girls. 7. Ensure access to affordable, reliable, sustainable and modern energy for all. 8. Promote sustained inclusive and sustainable economic growth, full and productive employment and decent work for all.	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 7.1- By 2030, ensure universal access to affordable, reliable and modern energy services. 8.2-Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labor-intensive sectors
12	Microsoft Office Specialist (MOS) - PowerPoint	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.

Number	Training Program title	SDG Goals	SDG Targets
13	Global Citizenship Education Program (GCED)	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development. 4.5 By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations.
14	Education for Sustainable Development	4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.	4.7 By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and nonviolence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.

