

Training Academic Courses and Seminars

Amani Jarrar, PhD

-Lecturing in a workshop for leadership youth program, in cooperation between United Nations Leadership Academy and King Abdullah Fund for Development, 2004

- **11 courses in French language(Cultural centre)**
- **Translation (French)-(French cultural center).**
- **Workflow and documentation / Management Seminar.**
- **Windows, WinWord systems.**
- **Intelligent Information System/Management.**
- **Good Governance for Private Sector Development and Investment /Regional Ministerial Seminar.**
- **Two courses in Spanish, 2002.**
- **Comprehensive Courses in Computer Science& Data Collection, Jordan Institute of Public Administration, in 1993.**
- **Workshop on Management Development in Jordan, at JIPA, in 1993**
- **“Discover the United States “Program, the Meridian international Center, Washington D.C., July, 1994.**
- **Human Resources Development Program, at School of Education-The Leadership Institute-Duquesne University, Pittsburgh/182 credit hours, (20 July-26August, 1994).**
- **Management of Conferences & Seminars, at JIPA, in1995.**
- **Training of trainers for Quality & Productivity improvement, Singapore Cooperation Program Training Awards, Ministry of Foreign Affairs, Civil Service College, Singapore, 4-15 February 2002.**
- **Platform Skills Training Course, Person to Person, Ministry of Foreign Affairs, 2002.**
- **Courses in Printing skills (Arabic & English language)-Pioneers, for Electronic Mangement, 2002.**
- **Seminar on Economic Negotiation skills, Embassy of France & Ministry of Foreign Affairs, ENA, 2003.**
- ***Seminar on Leadership, UN-ILL, University-Academy of International Leadership, Amman, Jordan, 2003, (trainer).***
- **ICDL, International Computer Driving License, 2003.**
- **Program for Diplomatic skills, Jordan Institute of Diplomacy, years2000-2001.**
- **Workshop on the Structure and Management of Government Institutions for the Palestinian Authority,(UNITAR) United Nations Institute for Training & Research, on Debt, Financial Management& Public Administration Training Program,1997.**
- **Advanced training in Computer & Internet, Jordan Institute for Diplomacy,**

- 2002.
- **Orientation Course for Spouses of Diplomats, Jordan Institute of Diplomacy, 2003.**
- **Management Course in Information, JIPA, 2001.**
- **Supervisory Course in legal affairs & Personnel, JIPA, 1997.**
- **The Twenty-fifth International symposium on Public Personnel Management, (IPMA) International Personnel Management Association, Paris, 2000.**
- **International course in public administration in French language, on human resources and management “ Gestion des Ressources humaines et management dans la fonction publique”, ENA (Ecole Nationale d’administration), Paris, 2002.**
- **Advanced course in Internet, Jordan Institute for Diplomacy, 2002.**
- **Training course on Press in French**
- **Course of Security of Information systems, in Jordan Institute of Diplomacy, 2003.**
- **Course in (Gender Issues (, in cooperation between (UNIFEM), JOHUD, and the National Jordanian Committee for women, 2000.**
- **Program for Administrative development, JIPA, 1994.**
 - **Training course in dealing with press and media, JIPA, 2003**
- Program in consular affairs, protocol and etiquette \ institute of diplomacy, 2004**
- _ **Program in strategic dialogue for diplomats, Royal Jordanian National Defense College, 2004**
- _ **Program in developing creative thinking/Future for leadership training center, 2004**
- **La conférence internationale, mode d'emploi, centre culturel français.2004**
- Capacity oriented training, JIPA, 2004**
- International Protection of Human Rights workshop,De Paul University College of Law ,in cooperation with the Embassy of USA, 26-27,Feb.,2005-03-02**
- ICDL, UNESCO, 2005**
- An advanced course in Public Relations and conferences, diplomacy institute, 2005**
- New Trends in Management & Leadership, centre for international dialogue, 2005**
- Workshop on (Working with the EU and the World Bank), in cooperation with ENA and the embassy of France, in Jordan Institute for Diplomacy, 2005**
- Advanced Training course on (Communication & Speech Delivering), Jordan Institute of Diplomacy, 2005**
- **Training on Neuro – linguistic programming, centre for Consultation, University of Jordan, in 19-23 \6\2005**
- WIPO national training workshop on intellectual property for diplomats, institute of diplomacy, Amman august 15 to 17, 2005**
- EU Programme for project management, European Institute of Public Administration, Spain-Barcelona, 14-18 November 2005**

- Conference on Excellence in government performance , Excellence inc.,in cooperation with the Prime Ministry –Office for Administrative Development , 18-19,September,2005**
- Seminar on Human Rights , entitled (Droits de l Homme et Droit Humanitaire ,ENA (Ecole Nationale d Administration) ,Premier Ministre, in Institute of Diplomacy ,14-15 / 12/2005**
- Training program for Commercial Attaches , in cooperation with the CBI centre in the Hague , in the institute of diplomacy,5-9/12 /2005**
- Strategic Planning course , Institute of Diplomacy,20-22/12/2005**
- Security oriented program, Foreign Ministry, 5-12 / 2/2006**
- Communicating with the different types of personalities , Institute of Diplomacy, 19-23/ 3/2006**
- Commercial attaches follow-up CBI seminar, centre for the promotion of imports from developing countries, an agency of the Netherlands ministry of foreign affairs, April 24-28, 2006**
- Diploma / Peace and Security top level seminar, the department of peace and conflict research, in Uppsala university of Sweden, SIDA, may3-12, 2006**
- Conference entitled (Planning for administrative and economic development, and institutional performance), Bright Minds centre for human resources development, in 30/5-1/6/2006, Amman**
- Seminaire regional (Fonction publique et gestion des ressources humaines, in cooperation with the ministry of foreign affairs of France , the embassy of France , and ENA (ecole national d administration)in Paris, held in the institute of diplomacy, in 11-13/6/2006**
- Seminar on (Fighting against Corruption), in cooperation with the embassy of France, and the institute of diplomacy, 2006**
- Seminar on excellence in performance , in aqaba ,the national centre for training , 14-16/9/2006**
- Seminar on leadership for King Abdullah award for excellence and transparency ,7-11-2006**
- Training oriented for the King s Abdullah II award for excellence and transparency evaluators committee ,31-10-2006**
- Measuring government performance annual workshop, Prime ministry, Government Performance Directorate, 2-3 dec, 2006, Dead Sea, Jordan**

- Training courses in King Abdullah II s excellence award (the five standards: leadership, human resources, processes reengineering, finance, and information – knowledge), national training center, 2006-2007
- Training program in (Processes management, and clients services), King Abdullah II s award for excellence, 2007
- Training program in (communication and knowledge administration), King Abdullah II s award for excellence, 2007
- Training program in (career and job planning), King Abdullah II s award for excellence, 2007
- Training program in (strategy evaluation, and crises management), King Abdullah II s award for excellence, 2007
- Training program in (performance budget programs), King Abdullah II s award for excellence, 2007

- Advanced Interpersonal Communication, AlQuds College, Thomson NETG, 2007.
- Balanced Scorecard: Corporate Strategy, AlQuds College, Thomson NETG, 2007.
- Business Writing – The Fundamentals, AlQuds College, Thomson NETG, 2007.
- Business Writing – Writing Effective Proposals , AlQuds College, Thomson NETG , 2007 .
- Career Development: Excelling in your Career, AlQuds College, Thomson NETG, 2007.
- Change Management: Managing Change, AlQuds College, Thomson NETG, 2007.
- Communicating with Difficult People: With your Manager, AlQuds College, Thomson NETG, 2007.
- Communicating with Difficult People: With your difficult employees, AlQuds College, Thomson NETG, 2007.
- Conducting Meetings: Managing a Meeting, AlQuds College, Thomson NETG , 2007 .
- Employee Performance : Resolving Conflict , AlQuds College, Thomson NETG , 2007 .

- **Creativity and Innovation : Thinking Creatively , AIQuds College, Thomson NETG , 2007 .**
- **Decision Making and Problem Solving Fundamentals, AIQuds College, Thomson NETG , 2007 .**
- **Developing critical thinking skills, AIQuds College, Thomson NETG , 2007 .**
- **Effective Presentations : Presentation , AIQuds College, Thomson NETG , 2007 .**
- **E-Learning Essentials :E-Learning and Successful Strategy , AIQuds College, Thomson NETG , 2007 .**
- **Emotional Intelligence : Development Emotional Intelligence Skills , AIQuds College, Thomson NETG , 2007 .**
- **Essentials of Management : Negotiation Skills , AIQuds College, Thomson NETG , 2007 .**
- **Managing Business Risk : Developing a Risk Management Plan , AIQuds College, Thomson NETG , 2007 .**
- **Managing change :managing yourself through change , AIQuds College, Thomson NETG , 2007 .**
- **Managing Performance : The Performance Appraisal Process , AIQuds College, Thomson NETG , 2007 .**
- **Negotiating : Advanced Negotiating Tactics , AIQuds College, Thomson NETG , 2007 .**
- **Organizational Behavior : Organizational Group Dynamics , AIQuds College, Thomson NETG , 2007 .**
- **Organizational Crisis Management : Managing a Crisis , AIQuds College, Thomson NETG , 2007 .**
- **Organizational Skills : Time Management , AIQuds College, Thomson NETG , 2007 .**
- **Self Development : Balancing Your Personal and Professional Life , AIQuds College, Thomson NETG , 2007 .**
- **Self –development : Positively Influencing Others , AIQuds College, Thomson NETG , 2007 .**

- **Strategic Management : Analyzing Strategic Options , AlQuds College, Thomson NETG , 2007 .**

- **Stress Management : Fundamentals for managers , AlQuds College, Thomson NETG , 2007 .**

- **Stress Management : Fundamentals for Employees , AlQuds College, Thomson NETG , 2007 .**

- **Time Management : Overcoming Time Management Challenges , AlQuds College, Thomson NETG , 2007 .**
- Risk Management seminar,ENA, Institute of Diplomacy , 24-25\2\2008**
- Strategic planning for leaders, foreign ministry , institute of diplomacy , 2008**
- King Abdullah II award for Excellency and transparency follow -up programs , the five standards (leadership, operations , personnel, financial, information) ,National Center for Training , 2008**
- Strategic planning for top management in foreign ministry , institute of diplomacy , 12 hours, April 2008**
- (Approved Mentor) for King Abdullah II award for excellence and transparency in Government , King Abdullah II center for Excellence , 26 June ,2008**
- Microsoft project 2007,falcons for training , 15 hours , Foreign Ministry, 2008**
- Microsoft Visio, falcons for training, 15 hours , Foreign Ministry, 2008-07-09**
- Certificat de Spécialité , (La Corruption : réalités économiques et moyens de lutte), ENA (Ecole Nationale d administration) , paris, 9 june -4 July , 2008 (in French)**
- Emotional intelligence program , Winners training center , 13-15 June ,2008-07-29**
- Certified assessor program. King Abdullah II Award for Excellence centre , 20-23 July ,2008**
- Leadership & Change Management course, ENA ,Institute of Diplomacy,17-19 Nov.2008**
- **Total Quality Management , Riyada for Best Practices , Ministry of Foreign Affairs ,6-9/4/2009**
- General Comprehensive Translation ,The German –Jordanian University ,Abu-Ghazaleh International Translation,13-4 till 7-5-2009,Ministry of Foreign Affairs**
- Self ,time & work stress management program , Royal Scientific Society, 10-18/5/2009**
- Civil Service –statute , systems and philosophy ,National Training Centre , 20-31/5/2009**
- Queen Rania Award for Educational Excellence Assessors training , June ,2009**
- Advanced translation course , Abu-Ghazaleh International Translation, Ministry of Foreign Affairs , 8-18/6/2009**
- SPSS course , STT training centre , Ministry of Foreign Affairs , June , 2009**
- Performance Management Methods ,Riyada for Best Practice, Ministry of Foreign Affairs , June , 2009**

- **Training workshops in Queen Rania Award assessor committee for Excellence in education ,2009**
- **Advanced Vocabulary Building Translation Course ,the German –Jordanian university / Talal Abu –Ghazaleh college of Business ,20 training hours , 10-23/6/2009,Ministry of Foreign Affairs**
- **Workshop on Infusing Critical and Creative Thinking into Content Instruction ,18-21 January 2010, The National Center for Teaching Thinking ,USA ,held at Petra university**
- **Training workshops in Queen Rania Award assessor committee for Excellence in Education , 2010**