

# **Training and Development Center – University of Duhok**

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The Training and Development Center (TDC) was established in 2008 to offer courses and workshops in English, Computer proficiency and skills, and Teaching Methods and Techniques to the faculty, staff and local community.

**Location of the center:** The TDC is located in the university campus of Malta area. It stands at the top of a beautiful hill overlooking Duhok city.

**Opening hours:** Saturday to Wednesday from 8:30 am – 7:00 pm

Thursday from 9:00 am – 1:00 pm

Our vision is “capacity building is so important to develop and attain high quality faculty and staff”.

We view ourselves as being able to provide quality training and programming in English, Computer skills and Teaching Methods and Techniques to the university faculty and staff as well as to the local community. Through the training courses and workshops we provide we connect our university with the community.

Our mission is” we are committed to provide training to the university faculty and staff in order to develop their skills in English , Computer proficiency and skills as well as teaching methods and techniques that will help each individual reach their potential". We also connect the university with the local community through our training courses, workshops and seminars.

## **Goals**

The center has the following main goals:

1. Provide English language instruction to the faculty and local community to enhance and develop their language skills and proficiency.
2. Provide Computer Proficiency courses and workshops especially to postgraduate candidates.
3. Provide courses and workshops in the modern teaching methods and techniques to the university faculty that help develop their teaching skills.

### **The TDC offers the following courses:**

- English Language Courses including General English for beginners , intermediate and advanced level learners , English for Academic Studies and TOEFL preparation
- Computer Proficiency courses and workshops that include Operating System , Word Processing , Creating Charts , Graphic Presentation Software and Introduction to Internet Tools .The center has recently started the ICDL program.
- Teaching Methods and Techniques that help instructors develop their teaching skills in classroom management, assess students' performance. These workshops also introduce the most recent methods, approaches and techniques used in higher education that ensure quality teaching.
- The center administers and runs the following International English Language tests: IBT (Internet Based TOEFL) , ITP TOEFL ( Paper based ) and Password Exam with the cooperation of these tests head centers .
- The Center is open to start other courses and workshops according to the required needs.

The staff is comprised of:

Mr. Lazgin Kheder Sulaiman Barany, (M.A. English), Assistant Professor,  
Director

Mr. Khoager Hameed Saleh , (B.A. English and Linguistics ), Assistant

Ms. Mavin Saleh Haji ,( B. A. English ) Research Assistant , Administration

Ms. Jwan Hussein Suleiman, (B.A. English) Research Assistant, Tests  
Administration

Mr. Hussein Ali Hemza ,(B. A. Accountancy ) Research Assistant , Accountant

## **Courses and Class Schedule:**

### **A. English Language Courses**

1. Skills in English: Level (1).  
Date: 5 February, 2011 - 16 April, 2011  
Total hours: 96
2. Skills in English : Level (3)  
Date: 5 February, 2011 - 20 April, 2011  
Total hours: 96
3. English for Academic Studies (EAS)  
Date: 22 January, 2011 for 8 weeks to the European Studies Center Staff,  
Faculty of Humanities
4. English for Academic Studies (EAS)  
Date: 25 April, 2011 for 8 weeks to the Department of Architecture Staff,  
School of Engineering
5. English Proficiency Course to Postgraduate candidates  
Date: 9 July, 2011 to 20 September, 2011  
Total hours: 160
6. A TOEFL preparation course  
Total hours: 64 hours
7. Skills in English : Starting Skills  
Date: 23 October, 2011 to 14 December, 2011  
Total hours: 96 hours
8. Skills in English : Level (1)  
Date: 23 October to 14 December, 2011  
Total hours: 96 hours
9. Skills in English : Level (2)  
Date: 20 November, 2011 to 5 February, 2012

- Total hours: 96 hours
10. Skills in English : Level (1) for the university faculty  
Date: 11 February, 2012 to 5 May, 2012  
Total hours: 96 hours
11. Skills in English: Level (2) for the university faculty  
Date: 11 February, 2012 to 5 May, 2012  
Total hours: 96 hours

## **B. Teaching Methods and Techniques to the University faculty**

1. Date: 16 April, 2011 - 16 June, 2011  
Total hours: 80
2. 7 January 2012 – 1 March, 2012  
Total hours : 80 hours

## **C. Computer Proficiency and Skills Courses ( total of 80 hours a course )**

1. 15 October, 2011 to 10 January, 2011 (2 courses running together ; one at the Cultural Center and the other at the Computer Center )
2. 5 February 2011 – 20 April 2011 (2 courses running together ; one at the Cultural Center and the other at the Computer Center )
3. 28 May 2011 – 13 July 2011 (2 courses running together ; one at the Cultural Center and the other at the Computer Center )
4. 31 May 2011 – 4 August 2011
5. 25 June 2011 – 5 August 2011
6. 6 July 2011 – 12 September 2011
7. 11 July 2011 – 15 September 2011
8. 8 August 2011 – 15 September 2011 ( two intensive courses )
9. ICDL courses and test will start soon