**In the process of developing the administrative skills and in association with the general administration of planning and administrative development , the Faculty of Science and Humanities at Alghat ( the Female Department) has carried out a training program entitled “ the Development of the Administrative Skills” which targeted 14 females trainees who were nominated to partipate in the program during the period from 19-20/7/1435 in the morning shift at Alrahmanyia Cultural Center. The programs were presented by Mrs. Amal Mohamed Albelal. It tackled the objective of the main program which aimed at furnishing the participants with the basic knowledge and skills necessary for effectively running the administrative work. At the end of the program, the ideal trainee, Naglaa Naser Alfawzan was honored. It is noted that this training course is one of training series carried out by the faculty in cooperation with different sectors of the University, the general administration for planning and adminstraive development, and distance learning deanship which targeted the development of the skills and work styles for the evaluation of the performance and reaching perfectibility and distinction.**

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