

EXPERIENCE

Freelance Trainer :

KAFD, Unicef, UNICCO, USAID, Injaz...

Amman,
Jordan

The most important topics of the training :

- Team building
- Communication skills
- Leadership
- Time management
- Positive thinking
- Critical thinking
- Presentation skills
- Change management
- Writing reports
- Clients services
- Strategic planning
- PMP
- Problem solving
- Negotiation skills
- TNA, training needs assessment
- Public relations
- Stress management
- Emotional intelligence
- Conflict management
- Self-development
- Product management
- Quality management
- Threats & opportunities
- Feedback
- Accountability
- Human rights
- Development projects

2019/2020 / Getting Harvard scholarship as An expert in education to get with them CAEL program as a certified educator in the Advanced leadership

**Amman,
Jordan**

Sep 2016- till Now.....Queen Rania Training academy

Training Specialist

- Implements QRTA professional development training programs.
- Prepares for the training workshops, preparing all materials, trainer's note, content, the PowerPoint presentation.
- Training teachers on using modern pedagogies in the classroom integrated with ICT tools.
- Training teachers to use newly different strategies and methods of teaching languages.
- Supports the trainees through onsite activities such as school visits, classroom visits, coaching activities.
- Prepares the requested questions and tools needed for the evaluation of the trainees.
- Evaluating teachers and trainee's performance & the transfer of training.
- Writing daily reports on each activity.
- Writing the needed proposals.
- Prepares the needed reports, plans, schedules, statistics, exams.
- Provides continuous feedback and improvements to meet our company targets.

**Amman,
Jordan**

Feb 2015/ 2016

School Principal

Al Manhal International Schools

- Prepares the development school plans.
- Determines the needs of the teachers, students, and the local community to prepare the plans to meet their requirements.
- Determines the budget of the school and builds the financial plan.
- Evaluates teachers and other employees' performance.
- Builds the development team and the needed plans for it.
- Utilize from the project (SFD) school as focus for development to enhance the human capacity in the school and to motivate the employees to participate in developing the work so they can facilitate it.
- Enhance the relations between the school management and the employees, and the school with the local community.
- Implements projects to meet the students' needs.
- Caring of the students level of achievements and prepares the treatment plans.
- Coordinates with the top management to conduct the training programs to meet the employees' needs.
- Conduct many initiatives to support the local community and the environment as a part of CSR activities.
- Audits the using of quality assurance standards regarding all the work and plans in the school.
- Focus on the employees' satisfaction by motivating them.
- Prepares the needed reports and proposals.
- Conducts many projects according to human rights approach.
- Conducts researches in different fields.
- Conducts interviews and meetings with employees.

July 2014 till Feb 2015

Training manager :

- Prepares Training Needs Assessment for all employees at the academy on different levels such as managerial positions and teachers, also school attendants , and students.
- Prepares for for the training workshops, preparing all materials, trainer's note, content, the PowerPoint presentations.
- Writing daily reports on each activity.
- Writing the needed proposals , plans , schedules, statistics, and recommendations.
- Monitoring and evaluation.

Change
Agent for
Arab
Development
&
Education
Reform
(CADER)

Nov 2011 / July 2014

Master Trainer

- Implements CADER's professional development training programs.
- Prepares for the training workshops, preparing all materials, trainer's note, content, the PowerPoint presentation.
- Training teachers on using modern pedagogies in the classroom integrated with ICT tools.
- Training teachers to use newly different strategies and methods of teaching languages.
- Supports the trainees through onsite activities such as school visits, classroom visits, coaching activities.
- Prepares the requested questions and tools needed for the evaluation of the trainees.
- Evaluating teachers and trainee's performance & the transfer of training.
- Writing daily reports on each activity.
- Writing the needed proposals.
- Prepares the needed reports, plans, schedules, statistics, exams.
- Participating in marketing campaigns.
- Provides continuous feedback and improvements to meet our company targets.

Aug. 1999-Feb.2006

**UNRWA
Organization**

**Amman,
Jordan**

Title: Arabic Teacher

- Teaching Arabic language.
- Membership in Arabic language development committee.
- School librarian.
- Following up all students affairs.
- Conduct many activities and events related to the school initiatives with the local community.
- Conduct many conferences regarding to the students' human rights and students parliaments.
- Organizing many initiatives with students and other institutions to support the voluntary work.

Feb. 2006–Aug.2010

**UNRWA
Organisation**

**Amman,
Jordan**

Title: Assistant Head teacher

- Follow up teachers' plans, performance, and achievements.
- Coordinates with the top management to implement the plans of the school.
- Strengthen the relations with the local community.
- Prepares the financial plan for the school.
- Coordinates to conduct activities with the interested institutions to develop our work.
- Utilize from all the resources to facilitate our work.
- Implements many projects to meet the needs of teachers, students, parents, local community.
- Provides improvements and feedback to motivate the employees.
- Conducts many activities to help Palestine refugees to improve the services that present to them with the coordination with the parties concerned.

Aug. 2010 – Nov. 2011

**UNRWA
Organization**

**Amman,
Jordan**

Title: School Principal

- Prepares the development school plans.
- Determines the needs of the teachers, students, and the local community to prepare the plans to meet their requirements.
- Determines the budget of the school and builds the financial plan.
- Gets the financial support from the local community.
- Evaluates teachers and other employees' performance.
- Builds the development team and the needed plans for it.
- Utilize from the project (SFD) school as focus for development to enhance the human capacity in the school and to motivate the employees to participate in developing the work so they can facilitate it.
- Conducts any new projects according to the instructions of the headquarter and the development center.
- Enhance the relations between the school management and the employees, and the school with the local community.
- Implements projects to meet the students' needs.
- Follow up the quality of the services present to the refugees.
- Caring of the students level of achievements and prepares the treatment plans.
- Coordinates with the top management to conduct the training programs to meet the employees' needs.
- Conduct many initiatives to support the local community and the environment as a part of CSR activities.
- Audits the using of quality assurance standards regarding all the work and plans in the school.
- Focus on the employees' satisfaction by motivating them.
- Prepares the needed reports and proposals.
- Participates effectively in all UNRWA's activities and conferences.
- Conducts many projects according to human rights approach.
- Conducts researches in different fields.
- Conducts interviews and meetings with employees.

EDUCATION

Advanced Leadership Diploma

Feb 2019

German Jordanian University/ Talal Abu Ghazalieh college for business administration Amman , Jordan

MBA/ Human Resources Management. June 2011

Amman Development Center/ UNRWA Amman , Jordan

School Management Diploma 2007

Amman Development Center/ UNRWA Amman, Jordan

School libraries Management Diploma 2003

University of Jordan Amman, Jordan

B.S in Arabic literature 1999

LANGUAGES

- Excellent command of Arabic language: Spoken and written
- Excellent command of English language: Spoken and written

SKILLS

- Listening
- Negotiating
- Coaching
- Training and facilitation
- Facilitating small group interaction
- Awareness of different learning styles.
- Measuring and evaluating
- Strategic planning

- Problem solving
- Facilitating organizational change
- Communication Skills
- HR planning skills
- Strategic management skills
- Translation
- Organizing and establishing for voluntary work
- Computer skills
- Project Management skills
- presentation skills
- Leadership skills
- Assessment and evaluation skills
- Developing Marketing Strategies
- Developing Marketing plans
- Writing reports & proposals
- Putting quality assurance standards
- Conduct interviews
- Team building & team management
- Time management
- Dialogue management
- Conduct and organize conferences
- Conduct events
- Conduct and implement projects
- Business Management Game skills
- Research and development
- Putting Corporate Governance framework
- The competency of providing recommendations and guiding processes of development at schools working with principles, trainees and students.
- The competency of coaching and supporting trainees in their development as Change Agents on site, with respect to innovate ICT use.
- The competency of advising and coaching on an effective process of implementation of ICT in education.
- The competency of becoming a creative and constructive partner in a train – the – trainer program.
- The competency of evaluating (parts of) the course with students as an integrated tool in the learning process .
- Writing business correspondence.

- The competency of analyzing an existing situation, describing the wanted situation, pointing out a path to realize this and support the people involved.

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Note: I'm one of the members in the democratic empowerment program with King Abdullah Center and one of the (KAFD) professional trainers in many projects with them.