

## The Training Plan

The training plan is a long-term project in which progress and achievement of the best results primarily depend on the knowledge of the actual training needs of the Ministry of Interior (MOI). The desired training should be advanced, comprehensive and realistic. At the MOI we have been able to realize remarkable success in the training process, and this has been made possible through our commitment to the international standards. At the end of the day, this will contribute to the realization of the aspirations which all of us are eager to realize –to be the most effective police force in one the most secure and stable countries in the world.

Regarding our future training programs, we are looking forward to implement some e-training programs, to keep pace with the future vision of the Federal Government and, at the same time, to implement the *Smart Government* initiative of HH Sheikh Mohammed bin Rashid Al Maktoum, Vice President of the UAE, Prime Minister and Ruler of Dubai, bearing in mind the benefits generated by such initiative, particularly saving time and effort. We shall do our best to ensure that the majority of MOI staff are trained, for training has now become a necessity to face the continuous and changing challenges. We have absolute confidence that our staff in the Training Department of the General Directorate for Human Resources are capable of realizing more during the coming period, so that all of us can move towards a more stable , secure and bright future. With determination, willpower and firm steps, we will accomplish this goal and make further contributions towards achieving more security and prosperity.

I wish to express my hope in this plan to realize maximum benefits so that we can realize the goals and objectives which are desired by all of us, to safeguard our national achievements, which have been realized under the directives of our wise leadership.

HH Lt. General Sheikh  
Saif bin Zayed Al Nahyan  
Deputy Prime Minister and Minister of Interior

## Introduction

We can all agree that the most essential element in various fields of work – particularly the field of policing– is the human factor, which is considered the main pillar of performance and excellence. In view of this, proper and systematic planning is much needed to rehabilitate, prepare and adequately train our staff to be able to perform their duties perfectly, with the desired quality to maintain the level of excellence that the Ministry of Interior (MOI) has accomplished over the past years.

Considering that training is one of the most important and successful human development processes used to improve performance and maximize positivity of human skills and capabilities, the higher leadership of the MOI has been giving special attention to the training process year after year, within a clear, transparent and scheduled framework for implementation of the diverse training programs. The aim is to satisfy the training needs of MOI entities in the various fields of policing, through using modern methods and processes that conform to the orientation of the Smart Government and contribute to the realization of MOI strategy.

As the MOI Annual Training Plan for 2015 is based on these principles, the General Directorate for Human Resources has undertaken a process to enumerate the training needs electronically according to the individualized learning and development model as a lead to identify these needs. Besides, this process contributes to boost innovation and creativity, ensure streamlined and continuous communication with all police agencies in order to provide them with the latest methods and approaches for training processes and the shift to electronic systems.

The 2015 plan aims to organize 598 training programs for commissioned officer and 747 training programs for non-commissioned officers. This is to achieve the Cabinet's training targets that focus on the number of trainees and training hours for each category of Police workers.

Our faith in the cooperation and coordination between all entities of the Ministry steadfastly remains, as we work together to achieve the objectives of the training plan in order to realize the goals and general strategies of the Ministry in regards to the human element.

Staff Major General  
Khalifa Hareb Al Khaili  
Assistant Undersecretary for Resources and Support Services  
Ministry of Interior



## The General Framework of the 2015 Training Plan

Based on the general system for training specified in the Ministerial Resolution No. 349/1992, and in the light of the objectives set for the training; the Ministry of Interior (MOI) has outlined the training needs in three chapters:

- Chapter I: Officer training courses
- Chapter II: NCO training courses
- Chapter III: Regular Training

This training includes all officers and non-commissioned officers (NCO) at the level of the Ministry of Interior through setting the training programs that contribute to refining the skills and knowledge of trainees. Therefore, the trainees in the Ministry of Interior were classified into two categories:

### I- Officers

- Section One: General Training, which comprises two branches:
  - First branch - Basic Training

The basic training focuses on the transition of MOI recruits from civilian to life in uniform; providing them with police-related information, knowledge, and culture; preparing them psychologically and physically to work at the Ministry. It includes special programs and courses. Two training sessions are held, the first being the basic training for Police College cadets while the other is the basic training for university graduates and holders of high school diplomas.

- Second branch - Training for Promotion

Training for Promotion aims to provide the officers with training sessions that are commensurate to their functions. The aim is to develop their knowledge and capabilities, refine their skills and prepare them to undertake any duties dictated by their jobs or potential ranks.

- It includes special courses for officers at three levels:
  1. Basic-level leadership.
  2. Mid-level leadership.
  3. Upper-level leadership.

- These courses are held at the Officers Training Institute - Police College, Abu Dhabi.

- Section Two: Specialized Training

The specialized Training is designed to prepare and rehabilitate the police cadet, who are nominated to work in certain areas of specialization, to carry out their assignments and to familiarize them with the fundamentals of work, each in his respective specialization as follows:

- Management and Planning
- Creativity and Innovation
- Human Resources and Services
- Criminal Law and Security
- Civil Defense
- Homeland Security
- Traffic
- Information and Communications Technology (ICT)
- Public Relations and Media
- Naturalization and Residency
- Correctional and Punitive Establishments
- Air Wing
- Occupational Health and Safety (OHS)
- Foreign Languages

Joint training sessions comprising officers, non-commissioned officers and constables are held in four (4) areas, as follows:

- Internal Security Operations
- Information and Communications Technology (ICT)
- Civil Defense
- Naturalization and Residency

## Chapter II: NCOs and Constables

Section One: General Training, which comprises two branches:

### Branch 1: Basic Training

The basic training focuses on the transition of MOI recruits from civilian to life in uniform; providing them with police-related information, knowledge, and culture; preparing them psychologically and physically to work at the Ministry. It includes special programs and courses. The basic training courses for the new recruits are held at the Federal Police School in Sharjah. The basic training for women is also held at the Federal Police School in Sharjah.

### Branch 2: Training for Promotion

Training for Promotion aims to provide the NCOs with training sessions that are commensurate to their functions. The aim is to develop their knowledge and capabilities, refine their skills and prepare them to undertake the different tasks assigned to them. These include courses for non-commissioned officers and constables divided into four levels:

1. Professional training for new recruits.
2. training for the rank of Warrant Officer.
3. training for the rank of Sergeant
4. training for the rank of Corporal

### Section Two: Specialized Training

The specialized training is designed to prepare and train the NCOs and constables to work in the areas of specialization in order to carry out the tasks assigned to them; and to familiarize them with the fundamentals of work in their respective specializations:

- Management and Planning
- Creativity and Innovation
- Human Resources and Services
- Criminal Law and Security
- Civil Defense
- Homeland Security
- Traffic
- Information and Communications Technology (ICT)

- Public Relations and Media
- Naturalization and Residency
- Correctional and Punitive Establishments

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- Air Wing
- Occupational Health and Safety (OHS)
- Foreign Languages

Joint sessions comprising officers, non-commissioned officers and constables are held in four (4) areas, as follows:

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- Naturalization and Residency

### Chapter III: Regular Training

The regular training aims to develop the fundamental skills of the officers, non-commissioned officers and constables in various fields of security specializations; refresh their knowledge; introduce them to the latest or new systems and techniques of work; and to maintain the general fitness of MOI personnel. This chapter is divided into two sections:

- Section 1: Refresher Training
- Section 2: Annual Training

While the General Directorate for Human Resources presents this training plan, which highlights all programs and training courses in order to contribute to achieving the desired goals, it would like to point out the following:

First: The basic criterion for training effectiveness is viewed in the light of the returns and generated benefits. This can only be achieved through giving more attention, and awareness by the leaders, training department workers, participating officers, NOCs and constables and their strong belief in the importance of training.

Second: The General Directorate for Human Resources has prepared a parallel plan to evaluate and follow-up the trainings, motivate the distinguished efforts and creative initiatives to boost the efforts made and to create an additional motive to stimulate training.

Third: The General Directorate for Human Resources is greatly and immediately prepared to meet any urgent training needs throughout the training year. Our mission is infinite. It is not confined to the beginning or the end of any training plan, as it pursues various fields policing performance to reach excellent levels of performance.

Fourth: Invitation is open to all leaders and director generals to consider further activation of the role of the planning and training departments and sections, as they are the true reflection of the needs of the security sectors and various departments, and the tool for undertaking their mission to develop the human resources at the Ministry.

General Directorate for Human Resources  
Training Department