

APPENDIX m
**Executive summary of training and development
plan for academic and support staff**

1. PLANS FOR ORGANIZING TRAINING AND RETRAINING CLASSES ON SKILLS,
PROFESSIONALISM, AND EXPERTISE FOR TEACHING STAFF AND
ADMINISTRATIVE STAFF

Hanoi, dd 05 mm 01 yy 2021

PLANS
FOR ORGANIZING TRAINING AND RETRAINING CLASSES ON SKILLS,
PROFESSIONALISM, AND EXPERTISE FOR TEACHING STAFF AND
ADMINISTRATIVE STAFF
SCHOOL OF LAW 2021

In order to strengthen professional skills and expertise for administrative staff and lecturers, based on the needs of departments under the School of Law, in 2021, the School of Law proposes to offer training courses for teaching staff and administrative staff as follows:

I. Training and retraining classes on skills, professionalism, and expertise for teaching staff by job positions

1. Retraining lecturers by job positions
2. Retraining main lecturers by job positions
3. Retraining senior lecturers by job positions
4. Training in the development of new teaching methods/ teaching activities
5. Standard training at the doctoral level in accordance with the requirements of the job positions
6. Training and retraining foreign languages (English), informatics (according to Circular 03)
7. Retraining national defense and security of subjects 4.

II. Professional training and retraining classes for administrative staff by job positions

1. Retraining officials by job positions
2. Retraining principal officials by job positions
3. Retraining skills in drafting administrative documents
4. Retraining skills and professionalism according to the job positions
5. Standard training at the post-graduate level in accordance with the requirements of the job positions
6. Training and retraining foreign languages (English), informatics (according to Circular 03)
7. Retraining national defense and security of subjects 4.

III. Training and retraining classes for leaders and managers

1. Retraining leaders at the departmental level and equivalent;
2. Retraining leaders at the divisional level and equivalent;

3. Retraining national defense and security subjects 3.

II. Time and location (expected): 2021 at Vietnam National University, Hanoi

III. Training cost: supported by the School of Law.

IV. Implementation organization

The Organization and Administration Department is in charge of contacting the training institution, following out the procedures for sending personnel to study, monitoring and managing the staff sent to study, estimating costs, and making payments in accordance with regulations.

Heads of every department make plans for authorities and staff to fully and seriously participate in the aforementioned training courses.

Plan browsing	Deputy Head of The Organization and Administration Department	Planner
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**EXPECTED
TRAINING AND RETRAINING PLANS AND PROGRAMS IN 2021**

S.N	TRAINING AND RETRAINING CLASSES	PARTICIPANTS	EXPECTED TIME
I.	Training and retraining classes on skills, professionalism, and expertise for teaching staff by job positions		
1	Retraining class for lecturers	Level III lecturers (V.07.01.03), Teaching assistants	7/2021- 10/2021
2	Retraining class for main lecturers	Level III lecturers (V.07.01.03)	3/2021 - 6/2021
3	Retraining class for senior lecturers	Level II lecturers (V.07.01.02).	9/2021- 12/2021
4	Training in the development of new teaching methods/ teaching activities (CT vibe)	Lecturers, teaching assistants	According to the CT Vibe schedule, VNU – Center for Educational Testing.
5	Standard training at the doctoral level	Lecturers and teaching assistants who have not met the standards of doctoral degrees	
6	Training and retraining foreign languages (English), informatics (according to Circular 03)		In 2021
7	Retraining national defense and security of subjects 4.	Lecturers (who are not holding managerial positions)	Center for National Defence and Security
II.	Professional training and retraining classes for administrative staff by job positions		
1	Skills in drafting administrative documents	- Head of Offices, Boards, Departments, and Divisions; - Officials and Secretaries of Offices, Boards, Departments, and Divisions.	8/2021
2	Retraining class for officials	Uncertified administrative staff	6/2021- 9/2021
3	Retraining class for principal officials	Administrative staff who are holding cunning expert (code 01.003)	8/2021- 11/2021
4	Retraining skills and professionalism according to the job positions	Administrative staff	In 2021 according to the standards of VNU
5	Standard training at the post- graduate level in accordance with the requirements of the	Administrative staff	

	job positions		
6	Training and retraining foreign languages (English), informatics (according to Circular 03)	Administrative staff	In 2021
7	Retraining national defense and security of subjects 4.	Administrative staff (who are not holding managerial positions)	Center for National Defence and Security
III.	Training and retraining classes for leaders and managers		
1	Retraining class for leaders at the departmental level and equivalent;	Dean's Committee	According to the schedule of VNU
2	Retraining class for leaders at the divisional level and equivalent;	- Head of Offices, Boards, Departments, and Divisions; - Administrative staff in schemes	According to the schedule of VNU
3	Retraining national defense and security subjects 3.	Administrative staff who are Head of Offices, Boards, Departments, and Divisions; Administrative staff in schemes	According to the schedule of VNU