



The Activities and Tasks of ITQAN for Educational Services in Details



1. Giving pedagogical and educational consultations, which include the following:

- Planning the required regulations and full job description for people working in the educational institutions according to the regulations of the Ministry of Education and the Ministry of Higher Education.

2. Outstanding modern pedagogical training, including the following:

- Training teachers, managerial workers and teachers' supervisors according to the intended school needs.

- Creating workshops to develop the skills of educators, especially teachers.
- Training the newly hired teachers in the private schools.

3. Preparing modern curricula and books through :

- Making contracts with educational institutions (especially ones outside Jordan) to plan the needed curricula and educational books, activity books that enhance the accredited educational curricula. Our contracts are confined to authors who write the material, and the institution contracting with **ITQAN** is responsible for publishing,



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unless an agreement is signed with **ITQAN** who has its own publishing house (**Dar Al-ITQAN Publishers and Distributers**), which is a part of Itqan Company).

- Composing chants, songs, poems and stories for children to help them develop positive everyday skills (presenting the educational materials, which may reach to the level of drawing, designing, producing and printing, according to agreement).
4. Teaching Arabic language to non-Arabic speakers, including:
 - Preparing the required curricula and educational books, according to the non-Arab learners' needs (in light of what the contracting institution asks for).
 - Training the teachers on how to teach the Arabic language as a second language for foreign students following modern methods.
 5. Objective Educational Media, including:
 - Preparing the educational materials for the objective educational programs which develop the positive behavior and focus on building values in the contemporary person.
 - Cooperating with media and T.V channels (inside and outside Jordan) to prepare the ideas and specialized cultural and educational work sheets in outstanding modern methods.
 6. proofreading and editing, including:
 - Proofreading and editing of manuscripts, MA and PhD theses. (Dealing with study centers and institutions).
 - Following the printing auditions and correcting them linguistically, in order to deliver it to the intended people in its final edition. (We only deal with institutions not persons).
 7. Developing the training curricula and providing services connected to spreading computer science.
 8. Designing training courses bag for educational institutions and specialized people. (Especially educational bags).

9. Paying attention to the developing of everyday life skills in the modern era, including the following:
 - Training the intended groups on the contemporary everyday life skills according to the recent methods like: high thinking skills, creativity skills, time management skills, etc.
 - Creating applicable training workshops to carry out the above mentioned required everyday skills.
 - Achieving distinctive educational books according to the desire of the contracting parties.
10. Contributing to the development of educational systems, through
 - Presenting developed pedagogical ideas to develop the educational institutions and the educational pedagogical systems applied inside and outside Jordan, in order to help enhance the teaching systems, and make progress in the educational process.
11. Developing educational and management tests, including the following:
 - Contributing with the Jordanian, Arabic and international educational institutions in developing educational and management tests for students, supervisors, teachers and managerial workers; in order to improve, develop and enhance, their skills.
12. Plan and conduct the developing pedagogical studies and research which include the following:
 - Presenting work sheets regarding the issue.
 - Training the intended group to do it.
13. Developing human resources, including:
 - Training the intended group and the targeted groups on how to improve their different skills, for the benefit of the society and the institutions (inside and outside Jordan).