ABSTRACT

The Role of Training Programs in Enhancing the Administrative performance: Field Research on the Employees of the Ministry of Education in the Kingdom of Bahrain

Objectives of the study
The study aimed at identifying the role of training programs in enhancing the performance of the administrative staff of the Ministry of Education in the Kingdom of Bahrain in the fields of effective leadership, decision-making, strategic planning, human skills, management innovation and problem solving. The study also aimed at identifying any significant differences (α = 0.05) in this role due to the variables of sex, experience, qualification, occupation and number of training courses.

The study population and sample
The study population consisted of all the administrative staff (910 employees) working in (8) departments in the Ministry of Education in the Kingdom of Bahrain. The sample consisted of (228) employees from the administrative staff working in these departments who were chosen using the stratified random sample at a rate of (25%) of the staff of each department.

The study methodology and tools:
The recent research used the descriptive survey method to achieve the objectives of the study. The researcher used a questionnaire consisting of (63) statements divided into five axes: effective leadership, strategic planning, human skills, management and innovation and problem solving.
The results of the study

The study indicated the following results:

- The training programs significantly participate in enhancing the performance of the administrative staff of the Ministry of Education in the Kingdom of Bahrain by an average of (3.68).

- The greatest role of the training programs in enhancing the level of the administrative staff in the Ministry of Education in the Kingdom of Bahrain is in the field of "human skills", followed by the fields of "decision making" and "effective leadership" within the level "too much".

- There are no statistically significant differences ($\alpha = 0.05$) in the role of training programs in enhancing the performance of the administrative staff of the Ministry of Education ascribed to the variables of sex, marital status, qualification and management.

- There are statistically significant differences ($\alpha = 0.05$) in the role of training programs in enhancing the level of the administrative staff of the Ministry of Education ascribed to the variable of age in the favor of those with the least age. There are also statistically significant differences ($\alpha = 0.05$) in the variables of experience in favor of those with less experience and the variable of salary for those whose salary was BD 600 or less.

- Results also show statistically significant differences ($\alpha = 0.05$) in the variable of the “number of training courses” in favor of those who attended (10) or more training courses, and the variable of the occupation level in favor of the staff in middle administration.