

**People's Democratic Republic of Algeria**  
**Ministry of National Education**  
**National Institute for Research in Education**



**A Report on Administrative Services Management Training for National  
Institute for Research in Education Employees**

**27-28 September 2022**

On September 27–28, 2022, the National Institute for Research in Education held a two-day training course titled "Management of Administrative Services for Employees of the National Institute for Research in Education."

The National Institute for Research in Education's Pr. Radia BERNAOUI, Director, opened the training on the first day with the national hymn before welcoming the distinguished attendees and praising the efforts made to improve education. She then gave the signal to begin the training sessions.

The first session was devoted to the personnel of the National Institute for Research in Education presenting their work in the four areas of human resources management, inventory management, accounting, and financial management. While the permanent researchers led the second session, which covered a variety of subjects related to the training of institute workers.

The second day of the training was overseen by Pr. Redha KOURINE, who provided an intervention on contemporary trends to ensure the proper functioning of administrative services, represented in time management by analyzing the content of administrative or research tasks, followed by careful and good time planning with regard to the management of human resources, inventory, archive, accounting, and financial management, as well as work on the renewal of national certifications.

One benefit of this session is the thoughtful and serious discussions on the numerous themes that different participants raised throughout the course of the two days.

At the end of the training's activities, the Director of the Institute congratulated everyone who had attended and expressed appreciation for the many recommendations that had been made. she expressed the wish to see everyone again at future trainings.