**แบบเสนอกิจกรรมฝึกอบรมและพัฒนาบุคลากร**

**□ ภายใน □ ภายนอก หน่วยงาน**

**วิทยาลัยเทคโนโลยีสยาม (สยามเทค)**

**ปีการศึกษา 25......**

**1. กิจกรรมภายในโครงการพัฒนาบุคลากร**

1.1 **□** กิจกรรมฝึกอบรมและพัฒนาบุคลากร หัวข้อเรื่อง/ชื่อเรื่อง ...................................................................................

 1.2 **□** กิจกรรมฝึกอบรมเชิงปฏิบัติการ หัวข้อเรื่อง/ชื่อเรื่อง ............................................................................................

 1.3 **□** กิจกรรมการศึกษาดูงาน หัวข้อเรื่อง/ชื่อเรื่อง ........................................................................................................

**2. ความสอดคล้องตามมาตรฐานการประกันคุณภาพภายในของวิทยาลัย**

มาตรฐานที่ 2 การจัดการอาชีวศึกษา

 เกณฑ์การประเมินคุณภาพด้าน 3.1 ครูผู้สอน/บุคลากรทางการศึกษา

**3. ความสอดคล้องตามสมรรถนะ WISE Model: □** W **□** I **□** S **□** E **ด้าน** **□** ผู้เรียน **□** บุคลากร **□** ผู้บริหาร

**4. ความสอดคล้องกับอัตลักษณ์หรือเอกลักษณ์ของวิทยาลัย**

 -อัตลักษณ์ **□** คนดี **□** มีฝีมือ **□** ก้าวทันโลก

 -เอกลักษณ์ **□** สถานศึกษาที่เป็นเลิศทางจัดการศึกษา ด้านความร่วมมือกับหน่วยงานและองค์กรภายนอก

**5. ผู้รับผิดชอบกิจกรรม** ....................................................................................................................................................

**6. หน่วยงาน** **□** ศูนย์ **□** สำนัก **□** แผนก **□** ฝ่าย .........................................................................................................

**7. หลักการและเหตุผล**

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**8. วัตถุประสงค์**

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**9. วิธีดำเนินการ**

 9.1 ขั้นเตรียมการ

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 9.2 ขั้นดำเนินการ

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 9.3 ขั้นสรุปและประเมินผล

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**10. แผนการดำเนินงาน**

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| ขั้นตอนการดำเนินงาน | **ตารางการปฏิบัติงาน** |
| **พ.ศ. 25......** | **พ.ศ. 25......** |
| **พ.ค.** | **มิ.ย.** | **ก.ค.** | **ส.ค.** | **ก.ย.** | **ต.ค.** | **พ.ย.** | **ธ.ค.** | **ม.ค.** | **ก.พ.** | **มี.ค.** | **เม.ย.** |
|  | 10.1 ขั้นเตรียมการ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 10.2 ขั้นดำเนินการ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 10.3 ขั้นสรุปและประเมินผล |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**11. สถานที่ดำเนินการ** ....................................................................................................................................

**12. งบประมาณ** ...................................................................................... บาท มีรายละเอียดดังต่อไปนี้

 12.1 ...................................................................................................... ...................................................... บาท

 12.2 ...................................................................................................... ...................................................... บาท

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 12.11 ...................................................................................................... ...................................................... บาท

 12.12 ...................................................................................................... ...................................................... บาท

**13. วิธีการประเมินผลกิจกรรม**

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| **ดัชนีชี้วัดความสำเร็จ** | **เครื่องมือวัดประเมินผล** |
| **วัตถุประสงค์** |  |
|  | 13.1 ........................................................................................................ ....................................................................................................... | ...................................................................................................................................... |
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| **เป้าหมาย** |  |
|  | 13.4 เชิงปริมาณ - .................................................................................. .................................................................................. .................................................................................. | ......................................................................................................................................................................................................... |
|  | 13.5 เชิงคุณภาพ - ................................................................................. .................................................................................. .................................................................................. | ......................................................................................................................................................................................................... |
|  | 13.6 ระดับความพึงพอใจของผู้เข้าร่วมกิจกรรม |  |
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**14. ประโยชน์ที่คาดว่าจะได้รับ**

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 ลงชื่อ…………………………………ผู้รับผิดชอบ

 (……….…………......……….)

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| **ผลการพิจารณาของหัวหน้าหน่วยงาน**................................................................................................................................................................................................ ลงชื่อ …………...................……….. (.........................................) | **ผลการพิจารณาของหัวหน้าฝ่าย**.......................................................................................................................................................................................... ลงชื่อ ………….....................……….. (.........................................) |