



# ***PROFESSIONAL DEVELOPMENT PLAN (2019)***

***Ref: UC/P 372/2019***

***As approved by University Council Decision No. UC/1867/06/2018-19 of  
Meeting No. UC/06/2018-19 held on Wednesday 27<sup>th</sup> February 2019***

## PROFESSIONAL DEVELOPMENT PLAN 2019

This plan is formulated as per the University Policy and Procedure for Professional Development. The plan extends over the period of 2019.

### Policy

Professional Development Policy and Procedure. **Ref: UC/P 283/2018** as approved by University Council Decision **No. UC/1709/06/2017-18** of meeting **No. UC/06/2017-18** held on Wednesday 28th March 2018. Available in SharePoint.

### Scope

Extend over calendar year 2019, offer professional development opportunities to all employees academic and admin at all levels.

### Professional Development Plan Goals

Generally, contributes to the achievement of all University strategic goals and specifically to the achievement of strategic goals 6 to “Attract and retain a motivated, highly qualified and experienced faculty and administrative staff who are committed to achieving the mission of the university” KPI 2.3, 2.4, 2.5.

University Strategic Objective No.	University Strategic Objective	KPI(s)
6	Attract and retain a motivated, highly qualified and experienced faculty and administrative staff who are committed to achieving the mission of the university	2.3, 2.4, 2.5

### Goals for 2019:

1. Ensure that all faculty have the basic skills required for effective use of Technology in teaching (Moodle, Adreg, teaching methodology, assessment etc.)
2. Share Teaching/Learning best practices with emphasis on interactive learning.
3. Embed employability skills, entrepreneurship skills and, innovation into class room activities.
4. Build research and publications capabilities.
5. Strengthen mentoring program and expand its implementation.

## **PROFESSIONAL DEVELOPMENT PLAN 2019**

6. Improve performance and capabilities of administrative staff.

### **Professional Development Process**

As per the attached Professional Development Process Flowchart. **Appendix 1**

### **Responsibilities**

#### **Professional Development Committee (PDC)**

The purpose of the committee is to include representatives from all colleges. It is established to ensure that all staff are equipped with necessary administrative skills, teaching skills and academic competencies that are required for effective performance, and to match the best practices in administration and teaching, as well as to meet the standard/regulation requirements. This is achieved through contribution to the need's assessment, recommendations for professional development, encouraging implementation and effective participation of members of their respective colleges/directorates/units in various professional development activities.

#### **Training, Development & Performance Management Unit at HR Directorate**

The unit in the HR Directorate is responsible to coordinate the implementation of professional development activities enclosed in this plan as well as the coordination of any recommended activities relevant to professional development throughout the year (internally and externally). Implementation covers coordinating with speakers, ensuring the availability of the facilities, maintaining attendance record of the members attending the activities, and maintaining accurate records of each activity. The Unit is also responsible for the coordination of participants' evaluation for each activity and monitoring of plan implementation.

#### **Monitoring of plan implementation:**

It is imperative that the implementation of professional staff development plan is monitored to ensure achievement of its objectives. Monitoring of implementation is conducted on regular intervals. At the end of the plan's period, a comprehensive report is prepared including participants feedback. Reports are also prepared for different purposes and as needed.

**Proposed Annual Professional Development Activities 2019 (Appendix 2)**

The list of professional development activities included in the plan for 2019 (Attached to this report), is compiled based on the Needs Assessment & Analysis process coordinated by the HR Directorate to gather inputs from the following sources:

1. Feedback from colleges, directorates and units.
2. Faculty evaluation.
3. Peer evaluation report and result from mentoring activities.
4. Budgeting exercise.
5. Matters arising from various activities/exercises and consultation with staff at various levels.
6. Input from training request forms received by HR Directorates.

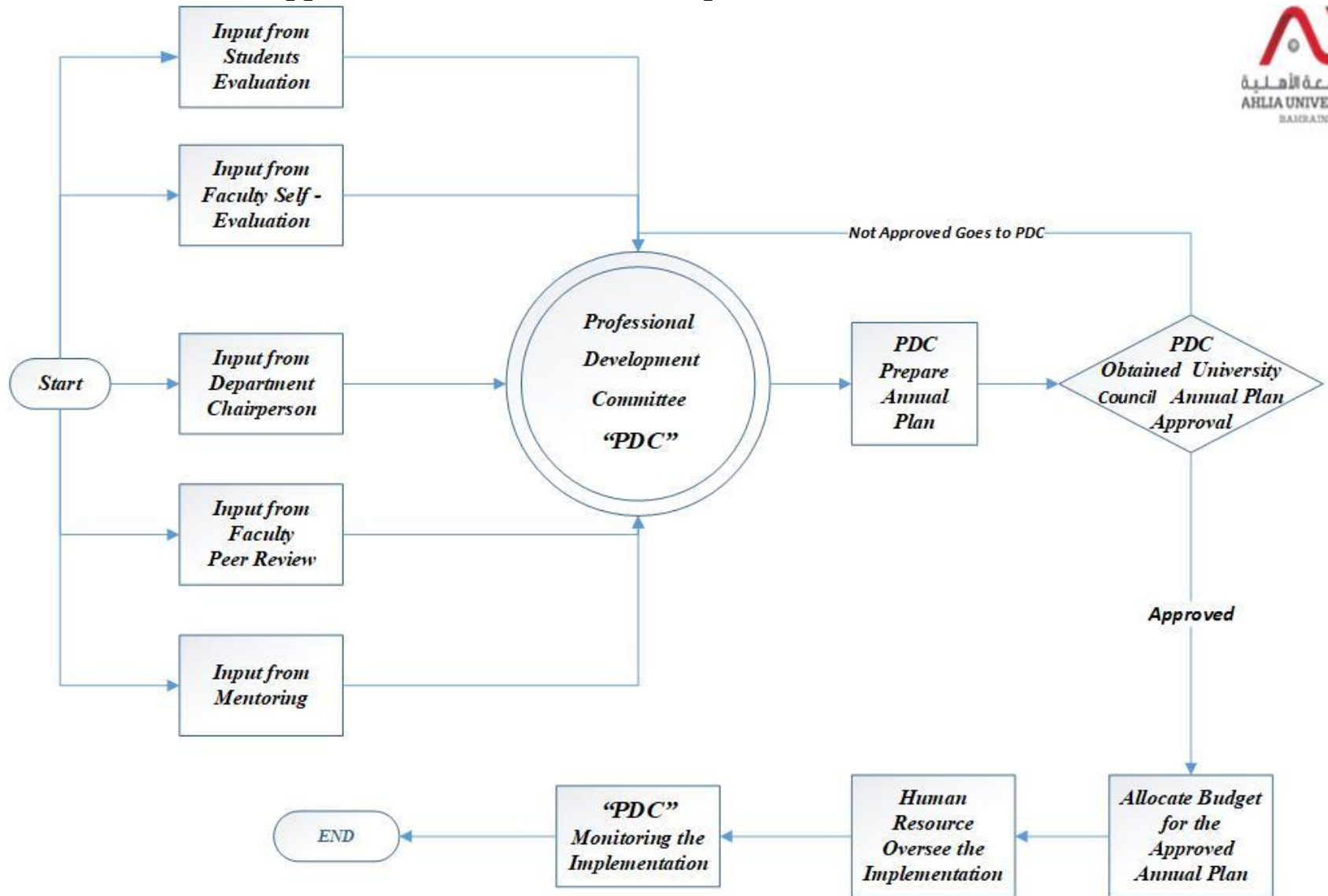
**Accordingly, professional development activities were identified and incorporated into the following categories as per the attached table:**

1. Teaching and Learning.
2. Teaching technology.
3. Research.
4. Administrative skills.
5. Others

**Budget for Professional Development:**

The University complies with the regulation of appropriate spending on academic staff professional development.

Appendix 1: Professional Development Process Flowchart



**Appendix 2: Proposed Annual Professional Development Plan 2019**

Teaching and Learning Development Sessions						
#	Code	Proposed Activity	Trainer	Proposed Timeline	Venue	Description
1.	TLF1	Utilization of Emotional Intelligence in the Classroom.	TBA	TBA	Conference Room	The workshop aims to provide a detailed mechanism on how to understand & differentiate between the student’s intelligence.
2.	TLF2	Train the Trainer	Dr. Maria Saberi	TBA	Conference Room	It is a training and learning strategy which is allows the attendees to use the training tools in the classroom.
3.	TLF3	How to use Geographical Information System in Teaching & Learning (GIS).	IT Specialist from Ministry of Work	TBA	Theater or Conference Room	The workshop is a kind of awareness about GIs as it is one of the main upcoming attractive techniques in teaching tools, which is based on how to influence student and motivate them by using colures & graphics.
4.	TLF5	Teaching and learning styles	TBA	TBA	TBA	This workshop will focus on the used teaching and learning styles at AU and the linkage of the teaching and learning with assessment methods
5.	TLF6	Formative-summative assessment Evaluating methodologies		TBA	TBA	This workshop will provide means of formative and summative assessment to assess the students against certain ILOs, the workshop will provide examples for assurance of student progression throughout the course
6.	TLF7	Creativity and Critical Thinking	Dr. Lameea ALTahoo	TBA	TBA	This workshop will demonstrate various mechanisms to enable creativity and critical thinking and the means of integrating it as part of teaching and learning methods.
7.	TLF8	Writing a research article in LaTeX	Dr. Ahmed Jeddidi	TBA	TBA	This workshop aims to inform the attendees about how to write articles in LaTeX application.

## PROFESSIONAL DEVELOPMENT PLAN 2019

8.	TLF9	How to embed Social Media in Teaching & Learning?	TBA	TBA	TBA	This workshop will demonstrate various techniques in how to use the social media in teaching & learning. The workshop will be based on negotiations and brain storming.
9.	TL1F0	Effective mentoring	TBA	TBA	TBA	
10.	TLF11	Awareness of quality standards (NQF)	Ms. Esra AlDhean	TBA	TBA	The workshop will be a hand-on-workshop highlighting the NQF mapping process including selection of the appropriate level, assessment and writing the rationale, the workshop will also highlight means of confirmation of the overall level
11.	TLF12	QA Manual and Frameworks	Dr. Ahlam Hassan	TBA	TBA	This workshop will provide a wider understanding of the new/enhanced quality assurance manual and adapted frameworks it will also illustrates the required policies and procedures that should be strictly implemented and monitored
12.	TLF13	Moderation/validation technique.	Ms. Esra AlDhaen	TBA	TBA	The workshop will provide a clear purpose of the validation and moderation outcomes and ways of differentiating both aspects from an external point of view.
13.	TLF14	Designing student centred course projects and in-class group activities and workshops	TBA	TBA	TBA	TBA
14.	TLF15	Students' Assessments	TBA	TBA	TBA	TBA
15.	TLF16	Using Case Studies in Teaching.	TBA	TBA	Seminar Room	The workshop aims to provide a detailed mechanism on how to choose a case study and embed it in the curriculum subject or goal.
16.	TLF17	Embedding employability skills and research in teaching and learning	TBA	TBA	TBA	TBA
17.	TLF18	Effective use of smartboards	TBA	TBA	TBA	TBA

**PROFESSIONAL DEVELOPMENT PLAN 2019**

18.	TLF19	Class management	TBA	TBA	TBA	This workshop aims to bring all the college's faculty under one roof and engage them in fruitful discussions and activities which will help in sharing their in-class teaching best practices in accordance to latest research in higher education teaching and course management.
19.	TLF20	Problem based learning	TBA	TBA	TBA	TBA
20.	TLF21	NQF's Requirements	TBA	TBA	TBA	TBA
21.	TLF22	Integration Leadership Skills in the Classroom	TBA	TBA	TBA	TBA
22.	TLF23	Universities Ranking	TBA	TBA	TBA	TBA
<b>Teaching Aid and other Computer Skills Development Sessions</b>						
23	ITF1	Office 365	Mr. Haytham Abdulla	TBA	Theater	The workshop aims to inform all the Academic Faculty about how to use Microsoft Office 365 in order to implement it in the University Procedures.
24	ITF2	Moodle	Mr. Haytham Abdulla	TBA	LAB 7	Using Moodle to enhance teaching and learning.
25	ITF3	Qualitative and Quantitative Analysis	Dr. Said Elhajjar	TBA	Theater Hall	The workshop will provide means of selecting the most appropriate research methodologies and varieties between qualitative and quantitative methods and approach
26	ITF4	Commodity Price Analysis and Forecasting using E-views	Prof. Jassim Al-Ajami	TBA	Lab 2	The workshop will provide a guide to the use of Al Manhal database, including functionality and smart use.
27	ITF5	Online Database	Ms. Manayer	TBA	Conference Room	The workshop will provide a way of using electronic resources in scientific research, the workshop will demonstrate ways of utilizing the database for extracting related research



**PROFESSIONAL DEVELOPMENT PLAN 2019**

28	ITF6	Microsoft Excel	BIT	TBA	TBA	This is a basic excel workshop to support the users of excel, the excel workshop will include all the related functionalities used at the work place
29	ITF7	SharePoint	Ms. Samia Yusuf & Ms. Sara Ali	TBA	TBA	Awareness for all of the faculty about the new updates and features in the SharePoint.
30	ITF8	Quick books	Provisory Consultancy	February	Lab 7	Practical implementation for Quick Books in Accounting Teaching.
31	ITF9	Responsibilities of Chairpersons	Dr. Sayed Tantawy	TBA	TBA	TBA
32	ITF9	Cyber “SAFE” Training	TBA	April	TBA	TBA
33	ITF10	Data Mining Course	TBA	April	TBA	Educational data mining is an emerging discipline, concerned with developing methods for exploring the unique types of data that come from the educational context. This work is a survey of the specific application of data mining in learning management systems and a case study tutorial with the Moodle system
34	ITF11	AWS Cloud	TBA	TBA	TBA	TBA
35	ITF12	Project Based Learning	CLICKS Training Provider	TBA	TBA	TBA
36	ITF13	MATLAB & Mathematics	TBA	TBA	TBA	TBA
37	ITF14	Auto CAD	TBA	TBA	TBA	TBA
38	ITF15	Revit Software Training	TBA	TBA	TBA	A course that provides an interactive introduction to the financial markets. It is consist of 5 modules—Economic Indicators, Currencies, Fixed Income, Equities, and Getting Started on the Terminal—woven together from Bloomberg data, news, analytics and television.
39	ITF16	Meta-Analysis	TBA	April	TBA	TBA
40	ITF17	STATA software	TBA	TBA	TBA	TBA
41	ITF18	SPSS	TBA	April	TBA	TBA
42	ITF19	Bloomberg	TBA	TBA	TBA	TBA
<b>Research Sessions</b>						
43	RSF1	Academic Writings & Ethics of Writing	Dr. Ruth Simpson	TBA	TBA	TBA

PROFESSIONAL DEVELOPMENT PLAN 2019

44	RSF2	Good practice of supervision	Dr. Tillal Eldabi	TBA	TBA	TBA
45	RSF3	Ideal way for journal selection (how to join the conversation?).	Dr. Tillal Eldabi	TBA	TBA	TBA
46	RSF4	How to write a proposal for research grant/fund?	Dr. Manoj Dora	TBA	TBA	TBA
47	RSF5	Team work and co-production.	TBA	TBA	TBA	TBA
48	RSF6	Qualitative Research Methods	Prof. Francesco Moscone & Dr. Catia Nicodemo	TBA	TBA	TBA
49	RSF7	Common pitfalls that stop publication	Dr. Dalia Kamel	TBA	TBA	TBA
50	RSF8	Research Publication	Dr. Tillal Eldabi	April	Seminar Room	TBA
51	RSF9	Scientific Research in the Arabic Journal	TBA	TBA	TBA	TBA
52	RSF10	General introduction about research trends in France/Europe, smart sensor networks, indoor localization, software-defined radio & supported research – how to	Prof. Kosai Raouf from University of Main in France	TBA	TBA	TBA

**PROFESSIONAL DEVELOPMENT PLAN 2019**

		start a collaboration.				
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Administrative Skills						
#	Code	Proposed Activity	Trainer	Training Provider	Number of Employees	Description
53.	AD1	HR for non-HR Managers	Dr. Lamea Altahoo	BIT	TBA	This workshop will train the attendees on how to deal with the related information of HR in their work “Job description, appraisals, Staff Development...etc.”
54.	Ad2	Diagnosis of professional development needs	Dr. Lamea Altahoo	BIT	TBA	
55.	AD3	Business Writing Skills	Dr. Adnan Al-Jubouri	BIT	20	This workshop will provide ways of communication skills that could be adapted by staff members to writing and verbal skills to deal with others – 20 employees
56.	AD5	Oral / Written Communication Skills		BIT	17	
57.	AD6	Interpersonal Skills		AL-MOALEM	7	A meeting with the target audience should be arranged to define the content before the workshop.
58.	AD7	Accounting		Earnest & Young	3	Professional Certificates like CMA could be suggested
59.	AD8	Programming Skills		Think Smart	1	Professional Certificates like PMP could be suggested
60.	AD9	Problem Solving		Excellent Solutions	3	Problem solving requires two distinct types of mental skills, namely, analytical and creative, where the CV of the trainer should qualify him to cover this two parts.
61.	AD10	English Course		British Council	7	Exams should be taken to define the level of each employee before starting.
62.	AD11	Public Speaking		hpi	1	

**PROFESSIONAL DEVELOPMENT PLAN 2019**

63.	AD12	Access Course		BIT	1	
64.	AD13	Management Skills		BIBF	12	A meeting with the target audience should be arranged to define the content before the workshop.
65.	AD14	Software Programs		BIT	5	Each employee is asked to define the specific software program he is looking for it.
66.	AD15	Conflict Resolution Skills		BIBF	1	
67.	AD17	Arabic Language		TBA	2	
68.	Ad18	Team Building		Origin	9	This workshop will not cover a specific content as a learning, whoever it will creates a positive and memorable learning experience for intact teams, team leaders, or individual contributors that will stimulate the desire for change and application of teamwork skills.
69.	AD20	Library skills		TBA	1	
70.	AD21	Al-Amthal System - Accounting		BIT	3	The trainer should be suggested from the application provider.
71.	AD22	Leadership Skills		RICI	1	The ISO Lead Auditor courses could cover this sector in a professional approach.
72.	AD23	Auto Cad		Training plus	2	Revit Architecture is an architectural design and documentation software application created by Autodesk for architects and building professionals.
73.	AD24	Presentation Skills		BIBF	2	
74.	AD25	Customer Services		BIT	1	
75.	AD26	conflict resolution		GTI	1	

## PROFESSIONAL DEVELOPMENT PLAN 2019

76.	AD27	Time Management		GTI	3	
77.	AD28	Health and safety		AlMashreq	1	
78.	AD29	Technical Skills		BIT	4	A meeting with the target audience should be arranged to define the content before the workshop.