

Training Plan for Faculty Members

For the year 2023

	Course Name	Objective	Target Group	Course Time	Success Index:
1	Student Advising System	Define the methods of student guidance and help supervisors in the development of their guidance skills.	Faculty members and academic advisors in the University departments	January 2023	Develop and improve the educational process and achieve the targeted educational outcomes
2	Time management	Maximize the use of time and good management of meetings.	Heads of departments and directors of offices and departments	March 2023	Accomplish tasks according to priority and efficiently. Shorten the number of meetings, the time allotted to them and achieve the goal of the meetings.
3	Management of crises and disasters	Know how to deal with different risks and crises	Heads of departments and directors of departments and offices	May 2023	High awareness among university staff on how to deal with the quality of the crises that Can happen
4	Methods of designing e-courses	Definition of e-learning and its importance. How to create online course content	All faculty members and quality coordinators in the departments	July 2023	Convert courses into electronic content that can be downloaded on the e-learning platform
5	Use of technology in teaching	Learn how to use the means of communication and interaction with the student through the e-learning platform	All faculty members in the departments	September 2023	Using the e-learning platform in communication and evaluating student performance
6	Organization of scientific Conferences	Development of scientific concepts and applied skills in the organization of scientific Conferences	Scientific Committees in the Departments	December 2023	Holding scientific conferences that achieve their objectives and satisfy the aspirations of the organizing members

Director of the Training Office

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