

**General Directorate of Planning,  
Development and Quality Assurance**

**Directorate of Quality Assurance**

**Quality Culture Unit**

**Professional Development Program Plan**

**For Teaching Staff**

**Academic year 2019 - 2020**



جامعة دار العلوم  
Dar Al Uloom University  
لعلوم توابك العصر



Develop academic and educational skills

Quality and academic accreditation requirements

Develop research skills

## Training plan for the academic Year 2019 – 2020

Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
1.	Strategic Planning	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
2.	Course Specification	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
3.	Using the quality shared folder	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
4.	Self-assessment Criteria	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
5.	Alignment of academic institutions to the guidelines of 2030 vision.	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
6.	Updated forms for Program Specification and Program Report	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms

Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
7.	Activating academic advising on the SIS system	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
8.	Program Specification & Program Report	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
9.	Updated forms for Course Specification and Course Report	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
10.	Effective teaching strategies to achieve efficient learning	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
11.	Teaching with training skills	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
12.	SIS System	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms

Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
13.	Strategies of inclusive learning	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
14.	LMS System	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
15.	Problem solving and decision making	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
16.	Building & Managing Effective Teams	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
17.	Publish scientific research in ISI and Scopus	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
18.	Conflict Management in the Work Environment	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms

Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
19.	If I were the manager	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
20.	Strategic Planning	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
21.	Course Specification	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
22.	Using the quality shared folder	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
23.	Self-assessment Criteria	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 19 – 20	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms