



University Staff Professional Development Plan

Academic Year
2023-2024

Staff Development Section which is operating under Sohar University Human Resources Department realized through the new Strategic Plan (2023-2028) that, in the dynamic landscape of modern business, Human Resources (HR) development plays a pivotal role in shaping organizational success. As it was mentioned in the Strategic Thrusts related to the Institutional Effectiveness under the objective to Empower Human Capital as per the below:

Strategy 2: ESTABLISH TRANSPARENT CAREER PATHWAYS by:

- Initiative: Design a human capital framework
- Initiative: Diversify continuous development opportunities

As the strategic heartbeat of any company, HR professionals are entrusted with the critical task of aligning talent with corporate objectives, fostering a positive workplace culture, and driving Staff development. Recognizing the ever-evolving nature of the business environment, it becomes imperative for our staff to continuously enhance its skills, stay abreast of industry trends, and embrace innovative practices.

This **Staff Development Professional Plan** serves as a roadmap for elevating the capabilities of our HR personnel, ensuring they are equipped with the knowledge and expertise needed to navigate the challenges of today and tomorrow. By investing in the professional growth of our staff, we not only empower individuals but also fortify the foundation upon which our organization stands.

This comprehensive plan is designed to cultivate a culture of continuous learning, collaboration, and adaptability within Sohar University. Through a strategic blend of training initiatives, mentorship programs, and exposure to cutting-edge tools and methodologies, we aim to unleash the full potential of our professionals. Our commitment to staff development not only enhances individual career paths but also directly contributes to the overall success of the University.

This academic year (2023-2024), Staff Development Section will offer a variety of workshops for all staff. All these workshops will take place at Sohar University. Below is a list* of workshops that Staff Development Section is offering and during the year, each workshop will be announced separately via the Staff Development official e-mail (date/time/venue) and staff will be requested to register at that time.

**Note: Some of below courses may be conducted online, through the official virtual platforms.*

Staff Development Professional Plan

Administrative and Interpersonal Skills:

Workshop/Training Title	Date 2023-2024	Trainer	Targeted Staff	Course focus
Time Management and Prioritization	Dec 2023 Jan 2024	SD	Admin Staff	Managing time effectively, setting priorities and balancing workloads.
Effective Communication Skills	Dec 2023 Jan 2024	SD	Admin Staff	Enhancing verbal and non-verbal communication, active listening and expressing ideas clearly.
Problem Solving & Decision Making	Dec 2023 Jan 2024	SD	Admin Staff	Developing critical thinking skills, problem-solving strategies and effective decision-making processes.
Customer Service Excellence & Customer Relations Management (CMR)	Dec 2023 Jan 2024	SD	Admin Staff	Enhancing customer communication, managing customer expectations and resolving customer issues.
Event Management	Dec 2023 Feb 2024	External	Admin Staff	Arranging events including full logistics and post-event evaluation
English Literacy Course	Sept 2023 Jan 2024	GFP	Junior Staff	English language basic skills, workplace and communication terminologies.

General Knowledge:

Workshop/Training Title	Date 2023-2024	Trainer	Targeted Staff	Course focus
How to evaluate effectiveness at work	Oct 2023	SD/DVC AA	HR Staff	Work and processes effectiveness evaluation.
New Omani labour law	Nov 2023	External	All Staff	Full discussion and awareness on the New Omani labour law and all its updates.
Faculty Admin Staff Training: Lead by Example	Dec 2023	SD	Admin Staff	Administration JDs, using the SU new templates, meeting management (preparing agenda and taking minutes), filing records (storage and archiving, virtual storage), awareness of policies & procedures
HSE and First Aid Awareness	Sept 2023 Jan 2024	SD/HSE	All Staff	HSE relevant matters, labs safety, security and first aid awareness.
Digital Document Management and Archiving	Dec 2023	External	Admin Staff	Document management, electronic and digital archiving techniques.
Risk Management	Feb 2024	SD/QAPA	Admin Staff	General information on risk and how to identify risk and mitigate it.

Technology and Computer Skills:

Workshop/Training Title	Date 2023-2024	Trainer	Targeted Staff	Course focus
Computer Skills Basic Level	Sept 2023 Jan 2024	ITS	Junior Staff	Microsoft Office Basics
Cyber Security Awareness	Sept 2023 Feb 2024	ITS/ Fortinet Company	All Staff	Fundamental concepts of cybersecurity, including threats, vulnerabilities, and basic security measures
Advanced Microsoft Office	Sept 2023 Jan 2024	ITS	Admin Staff	Advanced skill in some Microsoft Office tools in Excel and MS Teams
Using AI in HR	Nov 2023 Dec 2023	External	HR Staff	Introducing AI to HR, implanting in processes and using effective AI apps.
Document Management System (DMS) & Virtual Databases	Dec 2023 Feb 2024	ITS	Admin Staff	Introduction on how to use online systems and cloud storing in SharePoint & OneDrive

Leadership and Senior Skills: (Senior Staff and Management Level)

Workshop/Training Title	Date 2023-2024	Trainer	Targeted Staff	Course focus
Advance Communication Skills and Techniques	Jan 2024	SD/ External	Head of Sections	Effective communication strategies, including public speaking, persuasion, and interpersonal communication.
Strategic Thinking and Planning	Feb 2024 Mar 2024	SD/QAPA External	Senior Staff	Building skills in strategic planning and aligning institutional goals with strategic initiatives.
Financial Planning and Budgeting	Feb 2024 Mar 2024	SD/ External	Senior Staff/ New Managers/ Deans	Financial enhancement including budgeting, report writing and financial analysis, income diversion and budget forecast.
Strategic Research Planning Toward Commercialization	Feb 2024	SD/PVC RI External	Deans/ Research Fellows	How to strategically plan and drive research towards commercialization.
Executive Decision Making	Mar 2024 April 2024	SD/ External	Head of Sections	Enhancing decision-making skills at the executive level, considering complex and strategic factors.
Crisis Leadership and Management	May 2024	SD/DVC AA External	Senior Staff/ Head of Sections	Strategies for leading effectively during times of crisis, including crisis communication and decision-making.

Senior Staff Away Day: Executive Development Pathway	Jul 2024	SD/ External	Deans	Full-day program includes senior skills and activates to enhance leadership capabilities at the executive level, including decision-making, vision setting, and team management.
		SD/ External	Directors & Managers	
Delegation	Jul 2024	SD/ Director of HR	Deans/ Directors & Managers	Develop awareness of delegation and its implemented procedure to enable and empower senior staff and improve overall productivity.
Risk Assessment	March 2024	External/ DVC AA	QAPA/ Risk Committee	Develop the skills and knowledge needed to identify, analyze, and manage risks in different contexts

Research Matters:

All below listed workshops will be conducted by the Research Development Department (RDD)

Workshop Title	Date 2023-2024	Trainer	Targeted Audience
Research Planning: Collaboration, Time Management and Focus	Sept 2023	Prof Nur Mansor	Academic Staff
Policy Awareness Workshops [Policy Road Shows]	Oct 2023	RDD	Academic Staff
Workshops on 4 Thematic Areas	Nov 2023	Theme Leaders	Academic Staff
Students Workshop on Publishing Research	Sept 2023	Dr Saeid Hosseini	Students
Internal Funding for Research at SU	Aug 2024	RDD	Academic Staff
Writing Retreat – Writing High-Impact Journals	Oct 2023	Prof Hussein Kadhem	Academic Staff
Grant Proposal Writing Workshop	TBC	Dr Qureshi Mohsin	Academic Staff
Ethics and Bio-Safety In Research	Oct 2023	Prof Kelvin Bwalya	Academic Staff
Publishing In High-Impact Journals for Students	TBC	Dr Rayees Farooq	Students
Publishing In High Impact Journals for Academic Staff Members	TBC	Prof Rajamohan Natarajan	Academic Staff
Research Teaching Nexus: Opportunities for Sohar University	TBC	Prof Hussein Kadhem Prof Kelvin Bwalya	Academic Staff
Developing The Scholarship of Teaching and Learning (SOTL)	TBC	Prof Kelvin Bwalya	Academic Staff
Research Commercialization and External Income Generation	TBC	Prof Ghassan Al Kindi RDD	Academic Staff

Understanding the SU Mentoring Framework	TBC	Prof Kelvin Bwalya	Academic Staff
Research Conceptualization – Process, Design and Methodology	TBC	Prof Rakesh Belwal	Academic Staff
Research Niche Area – Individual Perspective	TBC	Prof Kelvin Bwalya	Academic Staff
Interacting With MOHERI System for Block Funding	TBC	RDD MOHERI	Academic Staff

Academic Matters:

All below listed workshops will be conducted by the Center for Educational Development (CED)

Workshop Title	Date 2023-2024	Trainer	Targeted Audience
Modern Teaching Methods:			
How to Supervise	Nov 2023	Dr. Dawood Al-Hamadani	Academic Staff
Design Thinking Approach	Jan 2024	Dr. Arun Bajracharya	Academic Staff
Flipped Classrooms	Dec 2023	Dr. Mervat Aljomaa	Academic Staff
Problem-based learning/ Developing students' problem-solving skills using real-world problem-solving activities	Jan 2024	Prof. Mohammed Dulaimi, Leeds Beckett University, Leeds, UK (Tentative)	Academic Staff
Effective Strategies for Engaging Students	Feb 2024	Dr Sarfaraz Javed	FB
New Academic Policies	Sept 2023	Dr. Zainab Al-Zaghir	Academic Staff
Assessments:			
Moderation of Assessments	Nov 2023	Dr. Ramiz Ur Rehman	FB
Moderation of Assessments	Nov 2023	Dr. Wadhah Muwafaq Tawfeeq	FE
Moderation of Assessments	Nov 2023	Dr. Dr Mohammed Talib Al. Kiyumi	FEA

Moderation of Assessments	Nov 2023	Prof. Mounir Snoussi	FL
Moderation of Assessments	Nov 2023	Dr Abdallah Mohammad Abualkishik	FCIT
Moderation of Assessments	Nov 2023	Dr. Zainab Al-Zaghir	FLS
Moderation of Assessments	Nov 2023	Ms. Roshen Mathew	GFP
Rubric Development	Dec 2023	Prof. Wan Hamidon	Academic Staff
Integration Technology in Education: sharing FB experience	Jan 2024	Dr Sanjeev Kumar	Academic Staff
Steps of Designing online/E- courses	Sept 2023	Dr. Khalid Al Saadi	Academic Staff
Teach an Online Course	Jan 2024	Dr. Furqan Alam	Academic Staff
Use of Cloud(Web) Services	Feb 2024	Dr. Hasan Ali Khattak	Academic Staff
Synchronous vs. Asynchronous Teaching	Feb 2024	Dr. Rashid Moamber Ahmad	Academic Staff
Using Different Facilities in MS Teams like Whiteboards and Separate Chat Rooms	Feb 2024	Dr. Clement Karu	New Academic Staff
Using LMS for Assessments	Jan 2024	Ms. Maryam Al. Washahi	Academic Staff
Recording Online Lectures	Mar 2024	Dr. Amirhossein Mohajerzadeh	Academic Staff
Design an Online Course:			
Writing Measurable Objectives and Learning Outcomes	Oct 2023	Dr. Zainab Al-Zaghir	New Academic Staff
Analyzing Strengths and Weaknesses Of an Online Course	Feb 2024	Dr. Osama Ibrahim	Academic Staff
Making Alternative Plans for Achieving the Objectives	Jan 2024	Prof. Wan Hamidon	Academic Staff