جامعة صحار
Sohar University

SPD

Staff Professional Development Master Plan

Academic Year

2024-2025

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 institution, 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 Professional Development 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. Additional, Staff Development provide some tailored professional development opportunities to Omani staff to ensure their ongoing development and retention.

This academic year (2024-2025), 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.

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Staff Development Master Plan

Administrative and Interpersonal Skills:

Workshop/Training Title	Trainer	Targeted Staff	Course focus
Advance Time Management and Prioritization Skills	SD	Admin Staff	Managing time effectively, setting priorities and balancing workloads.
Presentation & Communication Skills	SD	Admin Staff	Learning how to present ideas and topics in an effective way. Enhancing verbal and non-verbal communication, active listening and expressing ideas clearly.
Report Writing & Minutes Taking Skills	SD	Admin Staff	Leaning how to write official reports and meeting agenda and minutes.
Event Management	External	Admin Staff	Arranging events including full logistics and post-event evaluation
English Literacy Course	GFP	Junior Staff	English language basic skills, workplace and communication terminologies.

General Knowledge:

Workshop/Training Title	Trainer	Targeted Staff	Course focus
Working Under Pressure and Managing Stress	External	Admin Staff	Understanding how to manage work stress and pressure in a professional setting.
IOT in Libraries	External	LRC Staff	Ensures a comprehensive understanding of how IoT can be leveraged to enhance library services and operations.
AI Knowledge and Usage at Workplace	External	Admin Staff	Understanding of AI technologies, their applications, and the practical steps needed to benefit from AI effectively in the workplace.
Joiner Staff Training Course	SD	Joiner Staff Security & Wardens	Self-Development and enhancing customer communication, managing customer expectations and resolving customer issues.
Marketing and Social Media for Professional Purposes	SD	Admin Staff	Understanding of how to effectively utilize marketing and social media to achieve professional and University goals.
Faculty Admin Staff Training: Lead by Example	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	SD/HSE	All Staff	HSE relevant matters, labs safety, security and first aid awareness.

Digital Document Management and Archiving	External	Admin Staff	Document management, electronic and digital archiving techniques.

Technology and Computer Skills:

Workshop/Training Title	Trainer	Targeted Staff	Course focus
Computer Skills Basic Level	ITS	Junior Staff	Microsoft Office Basics.
Security Awareness Session	ITS	All Staff	Fundamental concepts of cybersecurity, including threats, vulnerabilities, and basic security measures.
Advanced Microsoft Office	ITS	Admin Staff	Advanced skill in some Microsoft Office tools in Excel and MS Teams.
Document Management System (DMS) & Virtual Databases	ITS	Admin Staff	Introduction on how to use online systems and cloud storing in SharePoint & OneDrive.
SU Electronic Systems Awareness	ITS	All Staff	Give full awareness on the SU Electronic Systems: SULMS & E-Register.

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

Workshop/Training Title	Trainer	Targeted Staff	Course focus
Strategic Thinking and Planning	SD/ External	Senior Staff	Building skills in strategic planning and aligning institutional goals with strategic initiatives.
Financial Planning and Budgeting	SD/ External	Senior Staff/ New Managers/ Deans	Financial enhancement including budgeting, report writing and financial analysis, income diversion and budget forecast.
Executive Decision Making and Persuasion	SD/ External	Head of Sections	Enhancing decision-making skills at the executive level, considering complex and strategic factors.
Senior Staff Away Day: Executive Development Pathway	SD/ External SD/ External	Deans / Directors & Managers	Full-day program includes senior skills and activities to enhance leadership capabilities at the executive level, including decision-making, vision setting, and team management.
Delegation	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.
Advance Leadership Management Program	External	Senior Staff	Learning new leadership skills and developing knowledge using AI and new technologies.

Research Professional Development Activities: All below listed activities will be conducted by the Research Development Department (RDD)	
Workshop Title	**Targeted Audience**
Research Ethics	Academic Staff
Publications Ethics and Authorship	Academic Staff
Research commercialization and external income generation	Academic Staff
Research Planning – Collaboration, Time Management and Focus	Academic Staff
Bridging the Gap Between Teaching and Research Through SoTEL: Part I	Academic Staff
Bridging the Gap Between Teaching and Research Through SoTEL: Part II	Academic Staff
Students workshop on publishing research	Academic Staff
Research conceptualization – Process, Design and Methodology	Academic Staff
Research Teaching Nexus – Opportunities for Sohar University	Academic Staff
Publishing in high impact journals – academic staff members	Academic Staff
Grant proposal writing workshop	Academic Staff
Publishing in high impact journals - students	Academic Staff
Interacting with MOHERI system for block funding	Academic Staff
Internal funding for research at SU	Academic Staff
The 8th Sohar University Research Conference	Academic Staff
Policy Awareness Workshops [Policy Road Shows]	Academic Staff
Workshops on 4 Thematic Areas	Academic Staff
Understanding the SU Mentoring Framework	Academic Staff
Writing Retreat – Writing high impact journals	Academic Staff

Academic Professional Development Activities: All below listed workshops will be conducted by the Center for Educational Development (CED)	
Workshop Title	**Targeted Audience**
Course Design and Teaching Activities	
Path of teaching and learning process at SU: drive towards quality	Academic Staff
Flipped Learning	Academic Staff

OBE System to enhance OBE Education	Academic Staff
Incorporate Community Service as Part of The Curriculum	Academic Staff
Integrating Co-Curricular Activities into Education	Academic Staff
Active Learning in Big Classes	Academic Staff
Gamification in Learning	Academic Staff
Promoting 21st Technology Skills	
Implementing PBL in The Classroom to Enhance Problem-Solving Skills.	Academic Staff
Promoting Self-Directed Learning: Techniques to Encourage Student Autonomy	Academic Staff
Facilitating Collaborative Learning: Techniques for Effective Group Work	Academic Staff
Inquiry-Based Education	Academic Staff
Internships and Work-Based Learning	Academic Staff
Technology Integration	
Using Online Resources in Teaching	Academic Staff
Advanced SULMS Features	Academic Staff
Digital Collaboration Tools	Academic Staff
Digital Assessment Tools	Academic Staff
Assessments	
Academic Advising	
Introduction to OQF and listing requirements	Academic Staff