



المركز القومي لتنمية قدرات هيئة التدريس والقيادات  
National Center for Faculty and Leadership Development (NCFLD)  
( مركز إقليمي معتمد للمجلس الدولي للمدرسين المعتمدين IBCT )



National Center for Faculty & Leadership Development  
(NCFLD)

## Training Programs & Competencies Manual

2008

## Training Competency/Programs Matrix

| Sr. | Competency                          | Programs  | Code |
|-----|-------------------------------------|---|------|
| 1   | Education and Teaching              | Use of Technology in Teaching                         | T1   |
|     |                                     | The Credit Hour System                                | T2   |
|     |                                     | Exams and Students Evaluation Systems                 | T3   |
|     |                                     | Quality Standards in the Education Process            | T4   |
| 2   | Scientific Research                 | International Publishing of Scientific Research       | R1   |
|     |                                     | Managing Research Team                                | R2   |
|     |                                     | Competing for Research Funds                          | R3   |
|     |                                     | Research Ethics                                       | R4   |
| 3   | Management and leadership           | Strategic Planning                                    | L1   |
|     |                                     | University Administration                             | L2   |
|     |                                     | Legal and Financial Aspects in University Environment | L3   |
|     |                                     | Managing Time and Meetings                            | L4   |
| 4   | Group communication and interaction | Communication Skills                                  | C1   |
|     |                                     | Effective Presentation                                | C2   |
|     |                                     | Conference Organization                               | C3   |
|     |                                     | University Code of Ethics                             | C4   |

## I. Education and Teaching Competency

### 1- Use of Technology in Teaching

#### General Group of Skills (Competency):

Teaching Skills

#### Training Subject

The Use of Technology in Teaching

#### Program Objective

This program aims for the participants to gain skills in how to use technology (Computers , Information networks, and Audio-video tools) to increase the effectiveness of the education process and communicating knowledge and skills more easily and more attractively to the learners

#### Target Group

Educators, teachers and even interested learners in different higher education levels. This program can also be altered for Intermediate levels of educators and learners.

#### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

#### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, Computer applications, and projects

#### Program Contents

Main subjects in this program include

1. The concept and fields of use of technology in teaching
2. The Use of Power Point Presentation in Teaching
3. The Use of Multimedia in presenting, and explaining academic and scientific subjects ( with reference to Simulation)
4. The use of the Internet in education and learning
5. The use of several (combined) technological tools in education and learning.

## 2- The Credit Hour System

### General Group of Skills (Competency):

Teaching Skills

### Training Subject

The Credit Hour System

### Program Objective

This program aims at giving the participants the knowledge and skills related to the effective application of the credit system in such a way which maximizes the outcome of the educational process.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, Computer applications, and projects

### Program Contents

#### Main subjects in this program include

- 1- The conceptual framework of the Credit Hour system
- 2- Rules Governing the CHS
- 3- Academic Counseling
- 4- Evaluation and Examination Systems
- 5- ECS and the new LMD

## 3- Student Evaluation and Examination Techniques

### General Group of Skills (Competency):

Teaching Skills

### Training Subject

Student Evaluation Techniques

### Program Objective

This program aims at giving the participants the knowledge and skills related to the process of student evaluation way which maximizes the outcome of the educational process.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects

### Program Contents

#### Main subjects in this program include

- Learning Objective
- Measurement- Testing and Evaluation
- Types of Evaluations
- Responsibility of Evaluation
- Reasons and benefits of student evaluation
- Characteristics of a good examination
- Writing an examination paper
- Types of examinations
- Methods and systems of Exams

## 4- Quality Standards in Teaching

### General Group of Skills (Competency):

Teaching Skills

### Training Subject

Applying quality standards in teaching

### Program Objective

This program aims at giving the participants the knowledge and skills related to the enhancing the quality of teaching through the application of quality standards in the various practices of the educational process.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects

### Program Contents

#### Main subjects in this program include

- 1- Teaching and Quality Standards Learning
- 2- Presenting the eight Quality standards
- 3- Targeted Skills and Knowledge
- 4- Behavioral aspects of quality teaching
- 5- Application of quality standards

## II. Scientific Research Competency

### 5-International Publishing of Research

**General Group of Skills (Competency):**  
Research Skills

**Training Subject**  
International Research Publication

**Program Objective**  
This program aims at giving the participants the knowledge and skills related to the process of the international publishing of Research in order to maximizes the outcome of the research process.

**Target Group**  
Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors), researchers in Research Centers and those interested in the quality of Education).

**Program Duration**  
The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

**Training Methods**  
A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

**Program Contents**  
**Main subjects in this program include**

- Conducting scientific Research
- Assuring Quality of scientific research
- Writing up the Research Paper
- Logistics and procedures of submission and review
- International Publishing of Research

## 6- Research Team Management

### General Group of Skills (Competency):

Research Skills

### Training Subject

Managing Research Teams

### Program Objective

This program aims at giving the participants the knowledge and skills related to the building and managing research teams so as to maximizes the outcome of the research process.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors), researchers in Research Centers and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

Main subjects in this program include

- Nature of Research Teams
- Managing Research Teams and work assignment
- Resolving conflict between team members
- Building and Leading Research Teams

## 7- Competitive Research projects

### General Group of Skills (Competency):

Research Skills

### Training Subject

Managing Research Teams

### Program Objective

To increase the skills and professionalism in preparing and submitting the competitive research proposals for obtaining funds from inside and outside financing agencies.

### Target Participants:

Faculty members (teaching assistants, lecturers, Associate professors & professors) and researchers in different institutions.

**Training Methods:** , Case Studies, Exercises - Assignments, Workshops and Presentations.

**Duration:** 15 Training Hours

### Course Contents:

- Definition of Competing research proposals
- Quality measures of research proposals competing for funds
- Types of financing agencies
- Requirements and procedures of submission
- Forms and documents needed
- How to estimate time and budget for the proposed research
- Evaluation Criteria
- How to make required changes and improvement
- Common mistakes and how to avoid them
- Follow up report and necessary documentation

## 8- Research Ethics

### General Group of Skills (Competency):

Research Skills

### Training Subject

Ethics of scientific Research

### Program Objective

This program aims at giving the participants the knowledge and attitudes of Research ethics concerning ethical standards and their applications.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors), researchers in Research Centers and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

#### Main subjects in this program include::

- Concept and Guidelines of Research Ethics
- Ethical Values of Research
- Methodological Bases of Research Ethics
- International Rules of conducting experiments on Humans
- Reviewing Committees of Research Ethics
- Ethics of Conducting Research on different subjects

### III. Management & Leadership Competency

## 9- Strategic Planning

**General Group of Skills (Competency):**  
Management & Leadership

**Training Subject**  
Strategic Planning

**Program Objective**

This program aims at giving the participants the knowledge and skills related to the process of Strategic Planning to achieve the Mission of the Institution.

**Target Group**

This Course targets both Academic leaders (Heads of departments, Vice Deans, Deans & vice University Presidents) and non-academic administrators (supervisors, directors & general Managers).

**Program Duration**

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

**Training Methods**

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

**Program Contents**

**Main subjects in this program include:**

- Nature and Importance of Strategic Planning
- Components and stages of Strategic Planning Process
- Vision and Mission of the Institution
- Goals and Strategies
- Institutional and Operational Projects
- Budget and Action Plans
- Implementation and Evaluation of the Plan



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## 10- University Management

### General Group of Skills (Competency):

Management & Leadership

### Training Subject

University Management & leadership

### Program Objective

This program provides participants with knowledge, skills and attitudes of Effective University Management so as to achieve Goals.

### Target Group

This Course targets both Academic leaders (Heads of departments, Vice Deans, Deans & vice University Presidents) and non-academic administrators (supervisors, directors & general Managers).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

#### Main subjects in this program include:

- Nature & Characteristics of University Management
- Functions of University Management
- University Managerial Problems
- University Leadership
- University Change Management

## 11. University legal & Financial Aspects

### General Group of Skills (Competency):

Management & Leadership

### Training Subject

Legislative and Financial aspects of university management

### Program Objective

This program aims at giving the participants the knowledge and attitudes related to the Legislative and Financial aspects of university management

### Target Group

This Course targets both Academic leaders (Heads of departments, Vice Deans, Deans & vice University Presidents) and non-academic administrators (supervisors, directors & general Managers).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

**Main subjects in this program include Two Parts:**

Part One: Staffing Academic jobs- Duties and Tasks of Academic Leaders- University Councils- Disciplinary System.

Part Two: The University as a Governmental Unit- The University Budget- Internal control on Financial aspects of the University.

## 12. Time and Meeting Management

### General Group of Skills (Competency):

Management & Leadership

### Training Subject

Legislative and Financial aspects of university management

### Program Objective

This program aims at giving the participants the knowledge and attitudes related to the Effective Time Management and meetings.

### Target Group

This Course targets both Academic leaders (Heads of departments, Vice Deans, Deans & vice University Presidents) and non-academic administrators (supervisors, directors & general Managers).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

Main subjects in this program include Two Parts:

### Course Contents:

This course includes two modules:

- Concept and importance of time management
- Time Wasters
- Effective Time Management
- Strategies of effective time management
- Meeting Management

## IV. Group communication and interaction Competency

### 13- Communication Skills

#### General Group of Skills (Competency):

Communication and Interpersonal Skills

#### Training Subject

Communication skills in Education

#### Program Objective

This program aims at giving the participants the knowledge, skills and attitudes related to the communication skills in educational situations.

#### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

#### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

#### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

#### Program Contents

##### Main subjects in this program include Two Parts:

This course include Four Modules::

- The nature and importance of Communication
- Elements of Effective communication
- Skills of effective communications
- Models of Communications

## 14. Presentation Skills

**General Group of Skills (Competency):**  
Communication and Interpersonal Skills

**Training Subject**  
Effective Presentation skills

**Program Objective**  
This program aims at providing participants with the knowledge, skills required for good presentation and how to prepare and deliver an effective presentation.

**Target Group**  
Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

**Program Duration**  
The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

**Training Methods**  
A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

**Course Contents:**  
This course includes Four modules:  
- Theoretical Concepts  
- Fundamentals of Effective Presentation  
- Strategies for Developing Presentation Skills  
- Organizing and evaluating the Presentation

## 15- Organizing Scientific Conferences

### General Group of Skills (Competency):

Communication and Interpersonal Skills

### Training Subject

Conducting and managing successful Scientific Conferences.

### Program Objective

This program aims at giving the participants the knowledge, skills and attitudes related to the planning and conducting effective scientific conferences.

### Target Group

Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

### Program Duration

The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

### Training Methods

A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

### Program Contents

#### Main subjects in this program include:

- Nature of Scientific Conferences
- Purposes of Scientific Conferences
- Planning
- Holding the conference
- Pre-Conference Tasks
- A Model of International conference

## 16. Ethical Conduct and Code of Ethics

**General Group of Skills (Competency):**  
Communication and Interpersonal Skills

**Training Subject**  
Ethical Behavior of Staff members.

**Program Objective**  
This program aims at giving the participants the knowledge and attitudes related to the Ethical Conduct of Faculty Members.

**Target Group**  
Faculty members working at Higher education Institutions (teaching assistants, lecturers, Associate professors & professors) and those interested in the quality of Education).

**Program Duration**  
The duration of this program is 15 hours of contact training. The program can be given on two or three days according to the needs and the environment of training

**Training Methods**  
A variety of training methods will be used including : Lectures, Power point presentations, Case Study, workshops and projects.

**Program Contents**  
**Main subjects in this program include:**

- Concept of ethical conduct and values
- Practical fields of exercising university ethics
- Ethical Responsibility of Academic Leaders
- Cases and Problems