

Policy #	AD-110	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

- 1.1 The purpose of professional development and training is to equip the university employees with the needed skills, knowledge and attitudes to meet the University standards in relation to its objectives for continuous improvement.
- 1.2 FBSU is committed to provide its employees the opportunity for developing their work skills through professional trainings and workshop. Investing in advancing the knowledge and competencies of employees' would add value to their job and to their workplace (department/unit). This way FBSU would ensure to harness their full potential and focus on the needs of the University while fulfilling their need for personal/professional development and job satisfaction.
- 1.3 In addition to technical and professional expertise, the following learning skills are important for optimal job performance:
 - 1.3.1 Business skills, including financial stewardship, human resources management and strategic leadership, knowledge of university policies, procedures and governance structures.
 - 1.3.2 Communication skills, including basic skills, management and resolution of conflicts, negotiation and facilitation.
 - 1.3.3 Team communications and/or team building skills.
 - 1.3.4 Knowledge and skills in IT.
 - 1.3.5 Knowledge and skills related to acting as a member of an ethnically and culturally diverse community to perform in an inclusive and respectful manner.
 - 1.3.6 Research funding and grant administration knowledge.
- 1.4 The Training and Development strategy will focuses on creating a motivated workforce capable of meeting new challenges and competencies to tie in with both the short and long-term of FBSU's objectives.

2. Definitions

- 2.1 **Professional Development and Training** is defined as learning undertaken by employees to uphold and advance their professional skills and knowledge, especially as they relate and add value to the job and workplace. It is a dynamic process and may be achieved not only through participation in formal coursework but also through professional experience, collaboration, mentoring, participating in activities of professional organizations, and independent study and research.
- 2.2 **Personal Development** includes course study taken by an employee, normally in his/her own time, which may improve his/her academic qualifications and/or improve the employee's work skill and/or offer him/her prospects for promotion.



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3. Policy

- 3.1 In order to ensure that training activities support both the individual and University's objectives and are cost-effective, all training activity will be planned and monitored in conjunction with the HR Department. HR will manage the training and development budget in a way targeting the needs and the University priorities for specific work areas.
- 3.2 Professional development and training opportunities should be available to all employees. The University is responsible for identifying, creating, and providing opportunities for professional development and training.
- 3.3 Department Heads are responsible for assessing and communicating professional development and training needs of individual employees in their direct reporting line, identifying, actively encouraging and supporting appropriate learning experiences.
- 3.4 Individual employees are responsible for assessing their job related skills and knowledge, for maintaining a high level performance throughout their University employment. They are also responsible for seeking approval for appropriate professional development and training opportunities in consultation with their Department Heads.
- 3.5 Department Heads need to plan for and allow appropriate professional development and training activities that occur as part of work time.
- 3.6 Department Head must motivate their employees to participate in training programs.
- 3.7 Employees or their department heads may request for a training program through the Training Request Form.
- 3.8 Professional development and training activities that require time release and absence from the employee's workplace must be approved by the Department Head.
- 3.9 Professional development and training activities outside of and in addition to the employees regular work hours require written approval in advance; this pre-approval is necessary if the activities work hours require overtime compensation.
- 3.10 A record of training will be held for each individual employee at the HR office.
- 3.11 The training budget will be allocated at the beginning of each financial year in accordance with training needs, and the University's objectives for the forthcoming year.
- 3.12 The Vice President for Finance and Administration has the final approval for funding and providing time for professional development and training opportunities.
- 3.13 The training plan will be reviewed annually and the budget allocated accordingly. The budget available for professional development and training may vary from year to year depending on University training needs.
- 3.14 The HR department is responsible for assessing and measure the readiness for the employees to attend training programs.
- 3.15 At the end of each training program, the HR department should distribute a Training Feedback Form to the trainees to evaluate the training program.
- 3.16 An External Training subject might become an internal training subject in the next year.

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4. Related Documents

- 4.1 Training Request Form (AD-110-F1).
- 4.2 Training Evaluation Form (AD-110-F2).
- 4.3 Candidates for Development Form (AD-110-F3).
- 4.4 Training Communication Procedure (AD-110-P1).
- 4.5 Training Coordination Procedure (AD-110-P2).
- 4.6 Training Request Procedure (AD-110-P3).
- 4.7 Trainees Assessment Procedure (AD-110-P4).
- 4.8 Training Evaluation Procedure (AD-110-P5).
- 4.9 Orientation Training Procedure (AD-110-P6).

د. محمد بن سلطان

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د. محمد بن سلطان

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