



## Operational Plan of the Central Unit for Training and Professional Development (2025–2026)

### Mission

Enhancing the skills of all members of the Faculty of Science – including faculty members, staff, and students – through specialized professional training programs, thus ensuring excellence in academic, research, and administrative activities.

### Goals

Goal 1: Elevate the skills of faculty members to enhance the quality of teaching and research.

Goal 2: Enhance administrative and technical performance through targeted professional training programs.

Goal 3: Stay aligned with contemporary demands by developing training initiatives that emphasize modern skills and emerging technologies.

Goal 4: Foster institutional collaboration by coordinating with various university centers, units, and departments, including the scholarship unit, central laboratories, quality assurance unit, and computer department.

Goal 5: Ensure beneficiary satisfaction by systematically monitoring the impact of training and assessing its contribution to achieving developmental objectives.

Operational Goal	Main initiatives	Responsible parties	Key performance indicators	Annual Target	Sep–Dec 2025	Jan–Mar 2025	Apr–Jun 2026	Jul–Sep 2026
Identifying Training Needs	Preparing questionnaires	Development and Training Unit	Questionnaire readiness	100%	1September			
	Contacting departments	Head of the Central Unit for Development and Training, Heads of Departments	Response rate to questionnaires	90%	10 September			
	Analyzing results	Members of the Development and Training Unit	Approved course list	%80	15 September			
Preparing the Annual Training Plan	Scheduling courses, identifying trainers, and coordinating with departments	Training Unit, Academic Departments	Number of scheduled courses	>15courses/ workshops	%25	%50	%75	%100
Implementing Training Programs	Organizing courses such as MATLAB, LaTeX, Artificial Intelligence, Scaps, Origin Lab, Mendeley, Win2K, etc.	Development and Training Unit & Trainers	Implementation rate of courses compared to the plan	%90	%20	%20	%25	%25
	Organizing workshops in the College of Science laboratories (e.g., UV-Vis spectrophotometer, ellipsometry device, spin coating, etc.)	Development and Training Unit & Trainers	Implementation rate of workshops compared to the plan	%70	%15	%15	20%	%20
Providing Logistical Support	Preparing halls, equipment, and hospitality	Training Unit, College Administration	Beneficiary satisfaction with logistical services	%80	20% initial measurement	40% improvement stage	70% stabilization	80% final evaluation

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Raising the Efficiency of Administrative and Technical Staff	Implementing programs (Safety, First Aid, etc.)	Development and Training Unit, Care Center	Percentage of trained staff	60%<	Preparation	Implementation	Follow-up	Evaluation
	Measuring staff satisfaction via questionnaires	Central Unit for Development and Training – Personnel Affairs	Satisfaction rate	%80	-	%50	%80	final evaluation
Evaluation and Measurement	questionnaires	Development and Training Unit	Satisfaction rate	%80	%60	%70	%80	%80
	Periodic Reports		Number of reports	3	Initial report	Midterm report	Follow-up	Final report
	Attendance follow-up		Attendance rate	%70	%60	%65	%70	%70

### Implementation and Follow-up Mechanisms:

- 1- Regular meetings with departments to follow up on needs.
- 2- Submitting quarterly reports to the Dean on execution and achievement rates.
- 3- Key performance indicators include: number of courses, attendance rates, adherence to the plan, participant satisfaction rate, and training impact on performance.
- 4- Continuous improvement: Adjusting programs based on evaluation and questionnaires.

### Proposed Training Programs (Examples):

- 1- Faculty Members: Prezi, Matlab, Geant4, Generative AI, LaTeX, teaching strategies, workshops on using some research lab devices (UV-Vis spectroscopy, Ellipsometry, Raman, etc.).
- 2- Administrative and Technical Staff: Laboratory safety, first aid, and equipment operation.
- 3- Comprehensive: Academic writing skills, publishing in international journals, and communication skills.