## Staff Development Plan 2015 - 2016

### Annual Staff Development Plan: Faculty of BAEPS 2015 – 2016

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Topic</th>
<th>Key outcomes</th>
<th>Presenter</th>
<th>Target Audience and Requirement</th>
<th>Driver Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sunday, September 6th</td>
<td>General induction to the Faculty and Department</td>
<td>By the end of this session staff will be familiar with:</td>
<td>Sherine ElFekey</td>
<td>All new academic staff &amp; Teaching assistants (Full and Part time)</td>
<td>• University Policy</td>
</tr>
<tr>
<td>1.1</td>
<td>Sunday, September 6th</td>
<td></td>
<td>To enable staff to: • Meet new &amp; existing colleagues</td>
<td>Mohamed Hashem</td>
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<td></td>
<td></td>
<td></td>
<td>• Gain an overview of their programme</td>
<td>Subject Coordinator/Quantitative Modules I&amp;H</td>
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<td></td>
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<td></td>
<td>• Become familiar with campus facilities</td>
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<td>• Gain an overview of key staff</td>
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<td>• Become familiar with UK staff handbook</td>
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<tr>
<td>1.2</td>
<td>Sunday, September 6th</td>
<td>Introduction to BUE Teaching &amp; Learning approach</td>
<td>• The UK's Higher Education Qualifications Framework - levels</td>
<td>Mohamed Hashem</td>
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<td></td>
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<td></td>
<td>• The BUE</td>
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</table>
11:00a.m. – 12:00p.m. (Coffee Break) CR 16- Bldg. G

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Session</th>
<th>Presenter(s)</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>Sunday, Sept 6th</td>
<td>HR regulations</td>
<td>Marwa Hassan &amp; Ahmed El Bahnasawy</td>
<td>All new academic staff &amp; Teaching assistants (Full and Part time) staff</td>
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<td>1.4</td>
<td>Monday, Sept 7th</td>
<td>Personal Tutors for Preparatory year</td>
<td>Pauline Ghenghesh University Staff Development Coordinator</td>
<td>Personal Tutors for Preparatory year</td>
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<tr>
<td>1.5</td>
<td>Monday, Sept 7th</td>
<td>Module Specifications</td>
<td>Eman Elish Programme</td>
<td>All new academic staff &amp; Teaching</td>
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</tbody>
</table>

approach t “How not What” to think
• Strategies to promote independent learning

Levels Business Administration Dept
<table>
<thead>
<tr>
<th>Time</th>
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<th>Session</th>
<th>Topic</th>
<th>Presenter</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6</td>
<td>Monday, September 7th</td>
<td>e-Learning</td>
<td>Their User name and password, e-Learning ‘Musts’, General introduction on why e-learning is used, How to upload material (reinforcement), How to create a quiz, How to create a forum</td>
<td>Riham Rizk, e-Learning Coordinator, Economics Dept.</td>
<td>All new academic staff &amp; Teaching assistants (Full and Part time)</td>
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<tr>
<td>1.7</td>
<td></td>
<td>SRS</td>
<td>How the SRS supports teaching, learning and assessment, How to log on, Key applications</td>
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12:30p.m. – 1:30p.m. (Coffee Break) CR 16- Bldg. G

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<tr>
<th>Time</th>
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<th>Presenter</th>
<th>Audience</th>
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<tr>
<td>1.8</td>
<td>Monday, September 7t</td>
<td>Personal Tutors</td>
<td>The university requirements and processes to ensure delivery of personal tutoring and to help staff work effectively as personal tutors</td>
<td>Pauline Ghenghesh, University Staff Development Coordinator</td>
<td>Personal Tutors for C, H &amp; I Levels</td>
</tr>
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<td>Topic</td>
<td>Presenter</td>
<td>Audience</td>
<td>Notes</td>
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</table>
| 1.9   | Tuesday, September 8th | The role of ML & TA | John Adams, HoD (Economics Dept.) | All new academic staff & Teaching assistants (Full and Part time) | • Job descriptions  
• Responsibilities |
| 11:00a.m. – 11:30a.m. (Coffee Break) CR 16- Bldg. G |            |                                            |                                           |                                               |                                            |
| 1.10  | Tuesday, September 8th | Library Induction | Library Staff | All new academic staff & Teaching assistants (Full and Part time) | • Library working hours  
• Library rules and regulations  
• Library sections/departments |
| 1.11  | Tuesday, September 8th | Support for your professional development | Sherine El Fekey, Faculty Staff Development Coordinator | All new academic staff & teaching assistants (Full and Part time) | • How to draft a personal development plan for the coming year  
• The importance of the teaching observation & giving feedback  
• Induction wrap-up |

- University policy
### 1.12 Mini Induction

- **Summary of all what has been discussed in the induction week in September**

- **Sherine ElFekey**<br>Faculty Staff Development Coordinator

- **Mandatory for new staff appointed in the second semester**

### 2. Teaching and Learning

#### 2.1 Teaching and motivating Prep. Students & working with young learners

- **Monday, September 14th**

- **How to help students in their transition from high school to become a successful university student**

- **Marwa Zein**<br>Preparatory Year Coordinator

- **Staff teaching Prep. students**

#### 2.2 Teaching small/large groups & classroom management

- **Monday, October 5th**

- **Lesson planning**

- **How to enhance student’s learning experience**

- **How to deal with disruptive students**

- **How to have an interactive PowerPoint session**

- **Using a variety of teaching methods; lectures, seminars group projects, in-class test..etc.**

- **How to deal with variations in English language levels of students**

- **Preparing students for the exams throughout the semester; quizzes, audio-visuals,**

- **Mohamed Saad**<br>New staff
2.3 Wednesday October 7th Assessments • How to assess group and individual performance • Reasonable mix of assessment strategies and practices • Assessment guidelines • Standardised assessment formats • Appropriate assessment briefs • Subject Advisor Comments and how to respond Maha Ghalwash Quality Assurance Officer for Political Science New staff • SA &

2.4 Tuesday, January 10th Teaching students with special needs • How to define, identify & support students with special needs Non-BUE presenter All staff • Unive

2.5 Tuesday, October 20th Building teamwork in teaching & co-teaching • How to improve team effectiveness & productivity • Dealing with modules delivered by other departments Sahar Badawy Head of Quality Unit Staff involved in Co-teaching • SA &

2.6 Tuesday, November 10th How to Motivate • Enhancing Sherine ElFekey All New staff and • SA &
November 10th  Students  students’ learning  • Stretching the more able students, and support the less able students  Faculty Staff Development Coordinator  continuing staff with low students’ attendance rates

2.7  Wednesday  October 25th  Blended e-Learning  • What is Blended E-learning  • How to do blended e-learning  Reham Rizk (Acting eLearning Coordinator)  eLearning Officer for Economics  Staff involved in blended learning  • SA &

2.8  Monday, January 7th  Informal session (TBC)  • Any rising issues  • Any concerns  Sherine ElFekey  Staff Development Coordinator  All Staff  • Unive

Tuesday, April 5th

3. Assessment, Marking and Feedback

3.1  Tuesday, September 8th  The role of ML & TA  • Job descriptions  • Responsibilities  John Adams  HoD (Economics Dept.)  New staff  • SA &

3.2  Sunday, October 11th  Academic Honesty  • A range of strategies to help prevent plagiarism including how to reference  Rania Khalil (English Dept)  New staff  • Unive & prob
| Date     | Monday, October 26th  
Tuesday, March 8th 2016 |
<table>
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<tbody>
<tr>
<td>Session</td>
<td>Designing an exam – hands-on approach</td>
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</table>
| Topics   | • How to effectively design an exam (analytical rather than descriptive)  
• How to effectively design exam model answer  
• Time management during exam design (length of exams and duration of exams)  
• Instructions on the exam cover page  
• How to align the exam questions with the module ILOs  
• Examination papers standards and template.  
• Examination regulations  
• Differences between British & Egyptian marking equivalency |
| Presenter| Marwa Anis Exam Officer Business Dept. |

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<thead>
<tr>
<th>Date</th>
<th>Monday, November 9th</th>
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<tbody>
<tr>
<td>Session</td>
<td>Effective feedback – hands-on approach</td>
</tr>
<tr>
<td>Topics</td>
<td>• Strategies for giving effective feedback for both exams and CWB</td>
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<tr>
<td>Presenter</td>
<td>Madiha Mettawie Teaching and Learning Officer for Business Administration</td>
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<tr>
<th>Date</th>
<th>Wednesday, December 23rd</th>
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<tbody>
<tr>
<td>Session</td>
<td>Marking &amp; Moderation – hands-on approach</td>
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</table>
| Topics   | • How to effectively conduct marking and double marking  
• Marking using BUE assessment  
• Faculty procedures for |
| Presenter| Rania Meniesy New staff |

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<th>Date</th>
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| Topics   | • How to effectively conduct marking and double marking  
• Marking using BUE assessment  
• Faculty procedures for |
| Presenter| Rania Meniesy New staff |
3.6 Tuesday, December 15th Invigilation + Q & A
- The BUE’s regulations for invigilating exams
- Roles – senior invigilator & invigilator
- Invigilation pack contents
Exam. Team New staff

3.7 Tuesday, May 10th Invigilation + Q & A
- The BUE’s regulations for invigilating exams
- Roles – senior invigilator & invigilator
- Invigilation pack contents
Exam. Team New staff

4. Student support & Preparing for the new student induction

4.1 Tuesday September 7th Personal Tutors For all subsequent years
- The university requirements and processes to ensure delivery of personal tutoring and to help staff work effectively as personal tutors
- How to communicate with tutees and record outcomes of meetings using the Student Record System
Pauline Ghenghesh University Staff Development Coordinator
Personal Tutors For all subsequent years

unive
## 5. Teaching Assistants

### 5.1 Wednesday December 2nd

**Postgraduate Career**

- How to find opportunities to study abroad
- How to apply for postgraduate funding/grant
- How to draft a personal statement

**David Kirby**

**TAs**

- SA & EE reports

### 5.2 Sunday, November 8th

**How to select your Research topic & proceed with Proposal?**

- How to select a topic
- How to choose a university/programme
- Understand the dissertation process

**Aida Nakhla**

HoD (Business Dept.)

**MLs supervising students’ dissertations**

- SA & EE reports

### 5.3 Tuesday, January 7th

**Informal Forum**

- Any problems/concerns (of what?)

**Sherine ElFekey**

Staff Development Coordinator

**TAs**

- SA & EE reports

### 5.4 Tuesday, December 22nd

**Doing your PhD/Masters**

- How to select a sample for your research
- How to select the appropriate statistical analysis
- Designing the questionnaire

**Hazem Halim**

TAs applying for PhD/Masters

- SA & EE reports
## 6. Administration: 30

### 6.1 Thursday, October 21st

**Advanced Excel Skills**
- How to design an Excel sheet
- New Excel Skills

*Waleed Hussien*
*Admin staff*
*Recommendation from staff*

### 6.2 Sunday, November 15th

**Communication Skills**
- Identifying common communication skills

*Zeinab Younis*
*Admin staff*
*Recommendation from staff*

### 6.3 Monday, January 4th

**Minutes Taking**
- How to effectively take minutes

*Geraldine Floyd*
*Senior Assistant Registrar*
*Admin staff*
*Recommendation from staff*

## 7. Other

### 7.1 Wednesday, Feb. 15th 2016

**Time & Stress Management**
- How to manage time
- Being well organised
- Dealing with multiple requests/channels

*May Hassan*
*(non-BUE presenter)*
*Academic & Admin Staff*
*Recommendation from staff*

### 7.2 Tuesday, Feb. 23rd

**SPSS for MLs & TAs**
- How to use SPSS in your research

*Obbey ElAmin*
*Preparatory Year Coordinator for Economics*
*All staff*
*Recommendation from staff*
<table>
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<tr>
<th>7.3</th>
<th>Tuesday, March 15th</th>
<th>Supreme Council and NAQAA</th>
<th>• What are the regulations of NAQAA</th>
<th>NAQAA Team</th>
<th>All staff</th>
<th>Recommendation from staff</th>
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</thead>
</table>
| 7.4 | Tuesday, May 3rd | How to Publish an article | • How to approach a publisher  
• How to communicate with the editor  
• Basic steps towards getting your paper published  
• Selecting the right journal for your article | John Adams (HOD) & Maged George (Vice Dean for Research) | New staff and research active staff | SA & |
| 7.5 | Tuesday, April 5th 2016 | SC regulations for academic promotions | • When to apply for promotion  
• What are the SC regulations | Hazim Halem | MLs applying for promotions | Recommendation from staff |

**Keywords:**
- Staff: All staff; all MLs and TAs; all FT and PT
- MLs: Module leaders
- TAs: Teaching Assistants
- FT: Full timers
- PT: Part timers
- Prep.: Preparatory level

**N.B.:** Rather than the assigned target groups, any staff who has a particular problem should attend the relevant sessions that may help solving the problem.