Dentistry Staff Development Plan
Academic Year 2022-2023

#	University Faculty Department Other	Date	Topic	Key Outcomes By the end of this session staff will be familiar with:	Duration (Hours)	Presenter	Target Audience and Requirement	Target Number	Number Attended	Driver
1.	**Staff Induction, Probation and PDA**									
1.1	Faculty	November 2022	Faculty Vision & Mission Overview of induction content, induction material and induction checklist Job role and responsiblities	➢ The Faculty's Vision & Mission ➢ The induction content, induction material & induction checklist ➢ their role and responsibilities according to the job description ➢	30 min	Faculty Staff Development Coordinators	Mandatory All New Academic Staff, Teaching Assistants & Admin (Full and Part time)			University Policy
1.2	Faculty	November 2022	Support for Professional Development – Complete Personal Development Plan	➢ the development advisor ➢ the approach to professional development ➢ the different roles ➢ how to draft a personal development plan for the coming year	45 min	Faculty Staff Development Coordinators	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)			
2.	**Teaching and Learning**									
2.1	Faculty	September 2022	E-Learning introductory session	• Understanding the modalities and facilities in E learning ➢ Understanding new updates in e- learning for usage in hybrid teaching modalities	1	eLearning Coordinator	Mandatory All newT.A s E- learning coordinators			University Strategic Plan

2.2	Faculty	September 2022	E-Learning -hands-on session	• how to create an online quiz and assignments ➢	1	eLearning Coordinator	Mandatory All new staff			
2.3	Faculty	November 2022	Using new teaching methodologies in hybrid teaching for preparing presentations	➢ How to incorporate new and innovative Teaching methodologies in presentations	1	Invited speaker	All Lecturers involved in hybrid teaching			Faculty
2.4	faculty	Vovember 2022	Managing small groups and learning skills	➢ How to imanage small group of students in projects ➢ Understanding how everyone learning and translate informations		Staff development coordinator	Junior teaching assistants			faculty
2.5	Faculty/ Departmental	December 2022	Informal forum I -focusing on teaching process	➢ Management of any problems arising from the teaching process.	1	Dean Tarek Abbas	Mandatory All MLs (Full and Part time)			
3.	**Assessment, Marking and Feedback**									
3.1	Faculty	November 2022	Designing an assessment – hands-on approach	• how to design an assessment	1	Dr.Fardos Rizk	Module Leaders and HODs			
3.2	Faculty	November 2022	Designing an exam paper	• how to design an examination paper • how to align the exam questions with the module ILOs examination regulations	1	Dr.Fardos Rizk	Module Leaders and HODs			University Policy
3.3	Faculty	November 2022	Different Types of questions for assessment	• Explain and introduce different methods of assessment questions to be used in exams Share of best practice of previous exams			Module Leaders and HODs			Faculty
3.4	Faculty	November 2022	Double marking Moderation and issues	• faculty procedures for double marking	1	Dr.Fardos Rizk	Module leaders and HODs			University Policy
3.5	Faculty	Dwecember 2022	Exam Invigilation and handelling	What to do in exams setting and handelling	1	Exam officer	All newly assigned exam proctors			

3.6	Faculty	December 2022	Giving constructive and detailed feedback on student	How to document and discuss the course work with your students and supervisers		Exam officer	All new staff			
3.7	Faculty	March 2023	Coursework briefs -hands-on approach	• assessment guidelines • standardised assessment formats • appropriate assessment briefs subject Advisor Comments and how to respond	1	Dr.Fardos Rizk	HODs			
4.	**Student Support**									
4.1	Faculty	September	Preparing for the New Student Induction	• the induction programme for the faculty • students requirements for study in each degree year ➢ the attendance policy	1	Prep-Year Coordinator	Academic staff and teaching assistants participating in the induction			University policy
5	**Teaching Assistants (Demonstrators & Lecturer Assistants)**									
5.1	Faculty	November 2022	Managing assignments and research of small groups of students	• How to manage and understand learning skills of students Role of the teacher in managing the group to get the best outcome	1	Staff development coordinator	Mandatory All new T.AS			University Strategic Plan
6.	**Administration**									
6.1	faculty	November 2022	Excel 101	How to use excel for work sheets	2	Invited speaker	All interested adminstrators			Staff needs
7.	**Other**									
7.1	faculty	November 2022	Writing a grant proposal	➢ helping the academic staff to write grant proposals ➢ knowing whatb grants they can apply for in their field ➢ what grants would add to the university and teaching staff	2 hr	Invited speaker	All staff interested in research and grants funding			Staff needs
7.2	Faculty	November 2022	Evidence based medicine , clinical trialls in dentistry and Statistics and its use in research	➢ help staff interested in research to understand the importance of statistics ➢ help researchers understand importance of clinical trial registration and evidence base medicine in study design	4 hour workshop	Invited speaker	All staf interested in research			Staff needs