الجامعة البريطانية فى مصر
كلية الإتصال والإعلام

FACULTY OF COMMUNICATION & MASS MEDIA

ملف داعم للدراسة الذاتية 2025/2024
معيار الجهاز الإدارى
المؤشر (2/5)

وثائق وأدلة (3/2/5)
خطط التدريب السنوية بالكلية للجهاز الإدارى والفنى

2ـ خطة التدريب الجهاز الإدارى بكلية الإتصال والإعلام 2025/2024 وقرار مجلس بإعتمادها وتقريرعنها

خطة التدريب السنوية بالجامعة/الكلية لتنمية قدرات ومهارات أعضاء الجهاز الإدارى2024/2025

Annual Staff Development Plan for 2024-2025

	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
1.	**Staff Induction, Probation and PDA**							
1.1	Faculty	21/9/2024	Faculty Vision & Mission Overview of induction content, induction material and induction checklist	➢ The Faculty's Vision & Mission ➢ The induction content, induction material & induction checklist	30 min	Dr. Amany Bassioni	Mandatory All New Academic Staff, Teaching Assistants & Admin (Full and Part time)	3
1.2	Faculty	21/9/2024	BUE campus, buildings & facilities	➢ the campus, buildings and facilities	30 min	Faculty Personal Development Advisors	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.3	Faculty	20/9/2024	Meet work colleagues	➢ work colleagues	15 min	Dr. Sherehan Hamdallah	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.4	Faculty	20/9/2024	Job role and responsibilities	➢ their role and responsibilities according to the job description	30 min	Dr. Sherehan Hamdallah	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.7	Faculty	20/9/2024	Questions and answers	➢ To clarify any queries / concerns	30 min	Dr. Salma Elgazzar	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.7	University	22/9/2024	Staff Development	➢ Staff Development at the BUE		Dr. Pauline Ghenghesh University Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3

	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
1.9	University	22/9/2024	HR induction session for FULL-TIME staff	➢ sickness/absence procedure ➢ early leave/late arrival ➢ medical care ➢ holiday entitlement/ procedure ➢ official holidays for staff ➢ attendance policy		HR Team	Mandatory All New Academic Staff, Teaching Assistants& Administrators (Full-Time)	6
1.11	University	22/9/2024	Academic Regulations	➢ the BUE's academic regulations		Mr. Assem ElSayad	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	6
1.12	University	22/9/2024	Student Record System (SRS)	➢ The student record system		Q & V Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	6
	Faculty	May, 2024	Applying Rubrics in assessment process	➢	60	Dr. Yasmin Bakir	All Acdemic Staff	8
	Faculty	June, 2024	Library Induction for the staff	➢ TBA	60	Library team	All Acdemic Staff	4
6.	**Administration**							
	Faculty	3/9/2023	Meet work colleagues	• work colleagues	30 min	Faculty Staff Development Coordinators	Administrative Staff	6
	Faculty	April, 2025	Email writing and AI tools	• Report Structure • E-mails. • Letters	60 min	Dr. Maram Hussein	Administrative Staff	10
	Faculty	June, 2025	Time Management	• How to manage time and create suitable schedules to ease work load.	60 min	Ms. Salmeen Adel	Administrative Staff	8

	Faculty	March, 2025	NAQAEE Awareness	• Know more about quality regulations and SSRP •	60 min	Dr. Yasmin Bakir, Dr. Mona Naguib	Academic & Administrative Staff	6
	University	June, 2025	NAQAEE Self Study	• Know more about quality self study	60 min	Dr. Nabil Eltayeb	Academic & Administrative Staff	3 admins +6 staff

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تقرير عن خطة التدريب الجهاز الإدارى العام الجامعى 2025/2024

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Staff Development Report for Academic Year 2024/2025

For the Administrative staff, there are programs run on the university's level by which they are delivered by professionals in their fields.

These sessions included:

- Staff Development
- HR induction session for FULL-TIME staff
- Academic Regulations
- Student Record System (SRS)

FCMM played a big role in familiarizing the newly hired staff with the workplace by providing relevant sessions.

These sessions included:

- Faculty Vision & Mission
- Overview of induction content, induction material and induction checklist
- Meet work colleagues
- Job role and responsibilities

Progress:

- A session about "**Email Writing using AI tools**" was provided to (**10**) members of the administrative staff by Dr. Maram Hussein (April, 2025).

- A session about "**Time Management**" was provided to (**8**) members of the administrative staff by Ms. Salmeen Adel (June, 2025).

- A session about "**NAQAAE Awareness**" was provided to (**6**) members of the administrative staff by Dr. Yasmin Bakir (March, 2025).

- A session about "**NAQAAE self study**" was provided to (**3**) members of the administrative staff by Dr. Nabil Eltayeb from Engineering (June, 2025).

There was also a session that should've been provided to admins in (**Netiquette and email writing**) in March but postponed due to bad timings.