

Staff Professional Development Master Plan

**Academic Year
2025-2026**

Sohar University recognises its responsibility to enhance opportunities for both academic and support service staff to develop their skills and abilities, thereby improving personal performance, advancing careers, and making greater contributions to the University.

The Staff Development plan aims to provide Sohar University staff with opportunities for professional growth. Aligned with the University's Strategic Plan, which emphasises the development of human capital and institutional excellence, the staff development section in HRD offers a variety of activities through the Staff Development Program. These activities are designed to support both the professional and personal development of SU faculty and staff. The activities are categorised into specific development areas. Please review the learning opportunities in each category to identify the program(s) that will best support your professional growth.



This comprehensive plan is designed to cultivate a culture of continuous learning, collaboration, and adaptability within Sohar University. Through a strategic blend of training initiatives, mentorship programs, and exposure to cutting-edge tools and methodologies, we aim to unleash the full potential of our professionals. Our commitment to staff development not only enhances



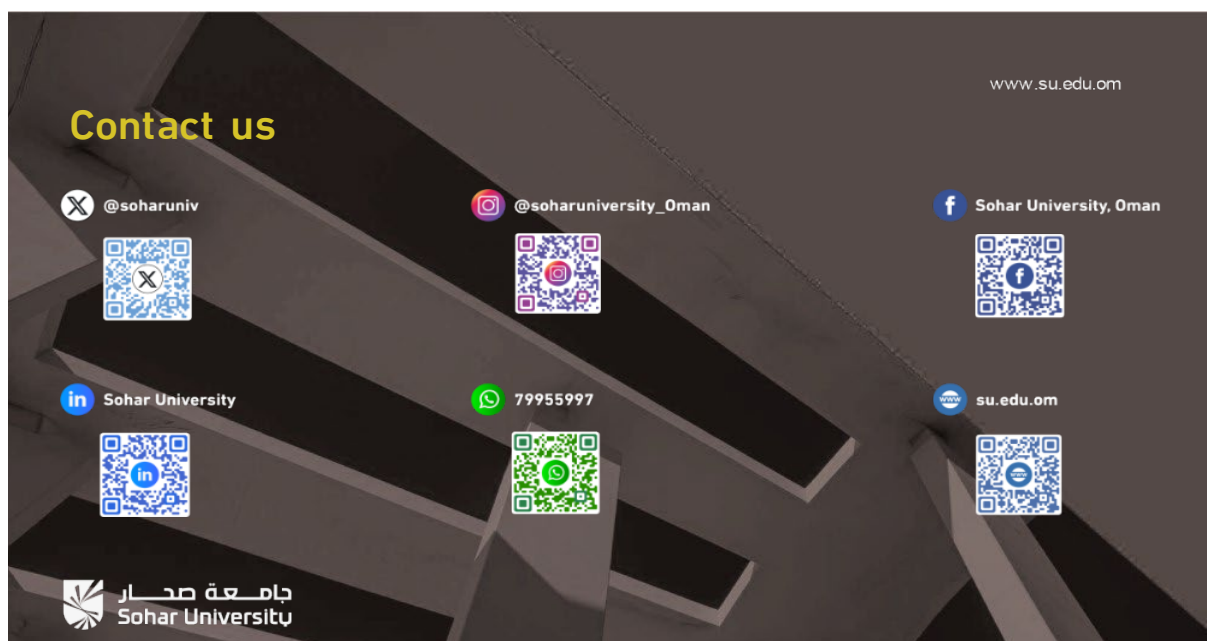
individual career paths but also directly contributes to the University's overall success. Additionally, Staff Development provides some tailored professional development opportunities to Omani staff to ensure their ongoing development and retention.

This academic year (2025-2026), the plan will offer a variety of workshops for all staff. All these workshops will take place at Sohar University. Below is a list of activities offered during the AY. Each activity will be announced separately, and targeted staff will be requested to register at that time.

Note

**Staff individual plans, based on staff appraisals, are developed in accordance with professional training needs.*

***Some of the courses below may be conducted online through the official virtual platforms. ***



Staff Development Section Activities:

Administrative and Interpersonal Skills

Workshop/Training Title	Targeted Staff	Facilitator
Official Report Writing	Admin Staff	SD
Workplace Effective Communication	Admin Staff	SD
Stress Management and Productivity	Admin Staff	SD
Customer Service	Admin Staff	SD
Effective Time Management	Admin Staff	SD
Meetings, Administration and Management	Admin Staff	SD
Creative Thinking and Problem Solving	Admin Staff	SD

General Knowledge:

Workshop/Training Title	Targeted Staff	Facilitator
Importance of Quality Assurance at SU	All Staff	QAPAD
IQR and Participation in Panels	All Staff	QAPAD
Outcome-Based Education System (OBE)	Academic Staff	QAPAD
Listing and PSA Requirement	Academic Staff	QAPAD
AI in the workplace	All Staff	SD
HSE and Labs Management	Lab Staff	HSE
First Aid Awareness	All Staff	HSE
Safety Awareness	All Staff	HSE
Events Management and Organizing Activities	Admin Staff	SD

Technical Skills:

Workshop/Training Title	Targeted Staff	Facilitator
How to use Google Forms	Academic	ITS
Advance MS Excel	Admin Staff	ITS
Cybersecurity and Protection	All Staff	ITS
SU Systems	New Staff	ITS

E- Archiving and Digitalization	Admin Staff	ITS
Computer Literacy	Joiner Admin Staff	ITS
Leadership and Senior Skills: (Senior Staff and Management Level)		
Workshop/Training Title	Targeted Staff	Facilitator
Delegation training	Senior Staff	SD
Management in Action and Problem Solving	Senior Staff	External
Leadership Development Program (LDP)	Senior Staff	External
Succession Planning	Senior Staff	SD
Preparation of Financial Reporting	Senior Staff	External
Research Professional Development Activities:		
All the activities listed will be conducted by the Research Development Department (RD)		
Workshop/Training Title	Targeted Staff	Facilitator
Journal Article Writing	Academic Staff	RD
How to Apply for Grants	Academic Staff	RD
Using AI Applications in Research	Academic Staff	RD
Building Research Cultures	Academic Staff	RD
MoHERI Grants Management System (RIMS)	Academic Staff	RD
Grants And Projects Management	Academic Staff	RD
Ethical Use of AI	Academic Staff	RD
Scopus and Publications Databases	Academic Staff	RD
Academic Professional Development Activities:		
All the workshops listed will be conducted by the Centre for Educational Development (CED)		
Workshop/Training Title	Targeted Staff	Facilitator
Curriculum Design and Development		
Foundations of Curriculum Design and Outcome-Based Curriculum	Academic Staff	CED
Curriculum Design and OBE	Academic Staff	CED
Embedding SDGs into Your Courses	Academic Staff	CED

RTN Integration in Course Content	Academic Staff	CED
Assessment and Feedback		
Designing Effective Assessments	Academic Staff	CED
Assessment and Feedback Strategies	Academic Staff	CED
Introduction to Assurance of Learning: Concepts and Frameworks	Academic Staff	CED
Effective Exam Invigilation and Incident Reporting	Academic Staff	CED
Effective use of Turnitin for assessments	Academic Staff	CED
Academic Support and Integrity		
Academic Advising and Student Support	Academic Staff	CED
Academic Integrity and Misconduct Handling	Academic Staff	CED
Supervising Research Projects	Academic Staff	CED
Service Learning & Community Outreach	Academic Staff	CED
Innovative Teaching: Using Technology and AI in Education		
Generative AI in teaching speaking and writing	Academic Staff	CED
Using AI to Enhance Learning: Personalized and Adaptive Learning	Academic Staff	CED
AI-Powered Course & Lesson Design	Academic Staff	CED
Interactive Student Engagement Tools	Academic Staff	CED
Modelling, Simulation & Business Education Basics	Academic Staff	CED