PRESIDENT'S NEWS DIGEST

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ASU
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MESSAGE FROM THE PRESIDENT

Welcome to the 40th edition of the President's News Digest.

This issue of the News Digest is edited by Ms Diana in the absence of Ms Tania and Ms Ayat. Even though our people are our greatest assets, we are now creating a sustainable University which depends on systems and processes in addition to skilled individuals. This is how universities should operate to ensure long term sustainability and success.

I am grateful to Ms Diana for doing this edition.

Our students' recruitment has progressed well over the last few weeks, but we are still working hard to achieve our ambitious targets. Many thanks are due to the Admissions team, especially Mr Ahed, Ms Noor, Ms Hala and Ms Khadijah who have been working hard during the summer break to ensure that we are recruiting our students who are the bread and butter of our University.

A team from Administrative Sciences led by Dr Ramzi has been working hard to finalize the progress reports for the programmes with limited confidence. A report will be submitted to the University's Administration before they complete their work on the 8th of August.

Last week, I held many meetings with our colleagues in Administration and Finance led by Mr Abdulla Alkhaja. Their work on budgeting, training needs analysis, efficiency gains, and induction of new staff is of international quality. Please note that the induction of new staff, academic and administrative, will take place on the 7th of September and it is a must attend event for all

staff, except divisions like admissions and registration and finance as they will be dealing with students registration.

As you are aware, the BOT will meet on the 8th of September and they asked for various documents and reports. These include: HEC draft annual report, Prof Hilal and Dr Assem; a project plan for the programmes with limited confidence, Dr Assem; University Catalogue, Prof Saad, Dr Assem; Students Handbook: Dr Faiza; accreditation progress report, strategic plan, operational plans, KPIs, risk management policy: Ms Monia and President; President's annual progress report; efficiency gains report: Mr Abdulla and President; budget report: Dr Mohamed and Mr Abdulla; a report on the preparation for the launch of our new programmes with LSBU and Cardiff Met: Dr Assem and Prof. Zedan; a report on students recruitment and admissions: Dr Faiza.

All the aforementioned documents and reports are due by the 28th of August. I am grateful to Ms Monia for all her hard work in the last few weeks to produce her required documents and reports.

Last week, we were visited by Ms Emilia Mateva from the UKTI to help us with the launch of our new programmes with British Universities. We are planning for a big signing ceremony in October/November.

I would like to conclude by wishing you happy summer breaks and please come back energized and full of great ideas.

TRAINING NEEDS ANALYSIS (TNA) REPORT FOR ASU'S ADMIN AND ACADEMIC STAFF

The Directorate of Administration and Finance at the University conducted a series of data collection across both the Academic and Administrative Directorates during June and July 2016. The work was headed by Mr. Yasser Abuseneh, Director of Training. The data were sourced through the annual appraisal of all staff, Thomas Personality Assessments and individual TNA forms along with notable performance related issues, the collected data was analyzed and simplified for the reader to understand how this TNA reveals areas for improvement and advancement across the university.

ACADEMIC TNA SUMMARY

English: From the in-house TNA of academic staff, it would appear that the majority (33%) had selected English as their top requirement to improve teaching and learning.

Second rated (25%) was Faculty **Professional Development programmes**, which were unspecified. However, there were also several other respondents that chose Faculty Development categories, that were specified, and these have been rationalised by adding the individual's choices for these specified categories, onto these faculty lists. For example, the category Learning and Assessment Methodologies, comprises respondents who chose: assessment setting; assessment criteria design; learning and assessment methodologies; writing assessments; learning outcomes; learning strategies, in total 8%.

Technology: Third rated was Advanced ICDL (19%), which would, for example, cover topics such as power-point and excel, and as it can be offered as an on-line mode, this would allow for various levels of

staff to work at their own level and own pace to complete the whole programme or just the specific modules pertinent to their need at this time.

Quality: Around 15% of respondents indicated an ISO course, and this is a specialist course that needs to be run by an approved provider-it.

SPSS, is similarly desired by 10% of respondents, and once again it is recommended that the licence provider also provide training. Webinars on this are available to institutions that belong to Library associations.
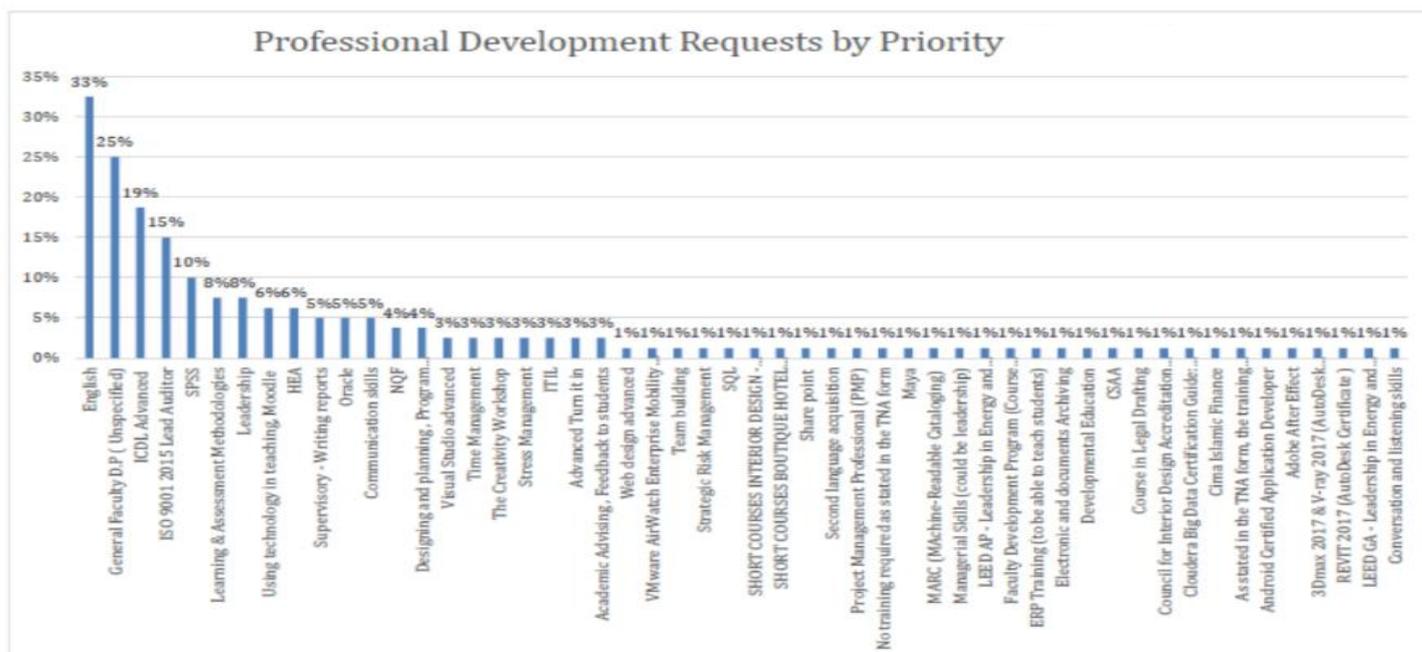
Priority Areas for "Professional Development" within the Academics as per the Training Needs Analysis (TNA) conducted over the months of June 2016 & July 2016:

ADMINISTRATIVE TNA SUMMARY

Communication Skills (21%): The highest need identified through the Administrative TNA, there is a need to focus on the most essential foundational communication skills of listening, asking insightful questions and understanding the power of body language and non - verbal communication, especially for front line employees. Understanding the importance of rapport and how building proper rapport using simple NLP techniques like pacing and leading can dramatically improve the overall communication skills that are directly translated into positive results.

Creative Problem Solving (13%): The second highest professional development need is a variety of creative solution generation and decision making techniques. Develop the skills necessary to analyze a problem, generating creative alternative solutions and deciding which solution most closely matches a staff member needs.

General Business English (13%): The third identified need within the administrative staff, it is now an essential learning requirement and especially with the upcoming Cardiff Met University and LSB University programmes.

Time Management (12%): Administrative staff need to manage themselves first by taking an analytical look at their current use of time. Introducing tools and techniques for using time more efficiently from

setting goals to planning and prioritizing, to proper delegation and how to manage relations with others when it's related to their time and how to handle time related stress effectively.

Assertiveness Skills (10%): The 5th highest learning need is assertiveness skills, assertiveness is key for successful interactions with ASU's internal customers. Being assertive makes you come across as more reliable and dependable. You give others the feeling they have someone who really "Cares" always covering their backs and there to support them.
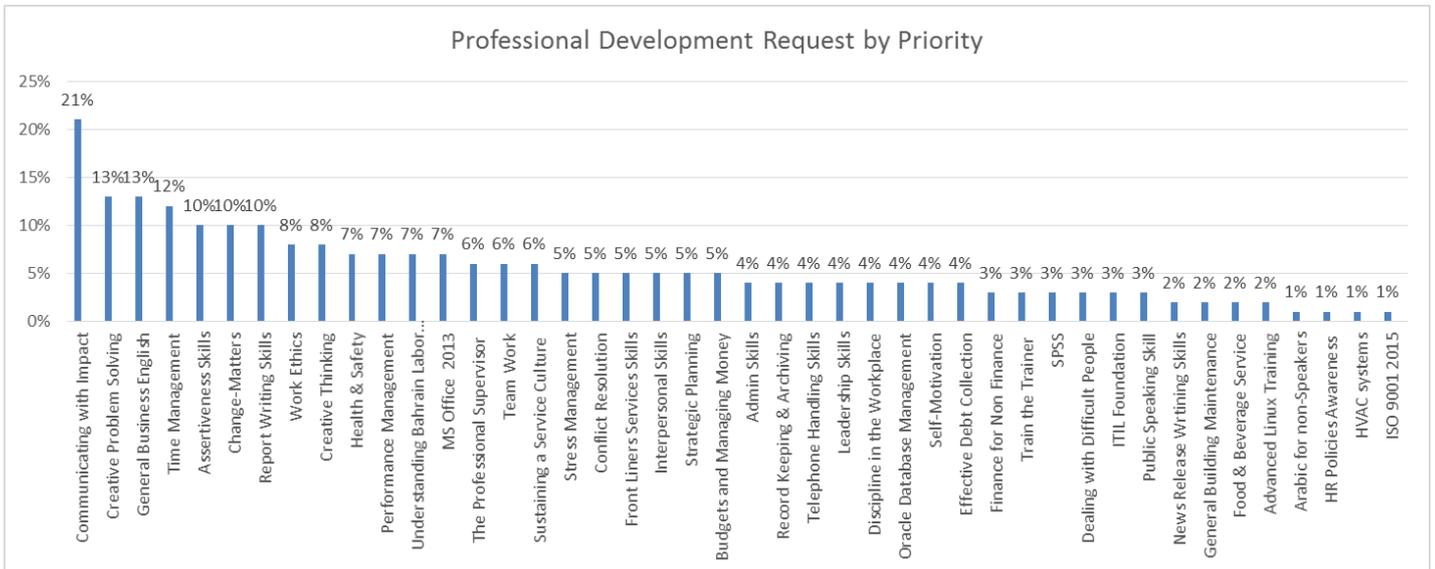
Priority Areas for "Professional Development" within the Administrative Staff as per the Training Needs Analysis (TNA) conducted over the months of June 2016 & July 2016:

REMINDER OF THE WEEK

Induction of new staff, 7th of September

BOT meeting 8th of September

QUOTE OF THE WEEK

"Never give up on a dream just because of the time it will take to accomplish it. The time will pass anyway."

Earl Nightingale

Enjoy Reading