



Professional Empowerment Program for Academic Heads of Departments



About the training Programme

The professional development program for department heads is divided into two main phases, as follows:

She Leads the institution

In this phase, the training program focuses on the institutional leadership and the role of the department in sustainable institutional development. Since academic departments are the cornerstone of institutional integration, this phase emphasizes the role of the head of the department in advancing the department and its employees to achieve the strategic vision of the institution. The main significance of this phase is to highlight that the head of the department is part of the whole, and the awareness of the critical role of the academic departments in the institution as a whole is the beginning of the path towards sustainable development inside and outside the institution.

She Leads Others

In this phase, the program deals with leading others as leaders, including colleagues, subordinates, or students. It helps the department head to identify the most crucial recommended practices in leading teams to achieve the required results as well as achieve the strategic vision of the institution. In this phase, the head of the department is familiarized with practices skills, and tools that enables her to lead the team effectively and achieve set goals. The main value of this phase is that leading the team with harmony and intelligence is the cornerstone of reaching results efficiently.

Training program objectives

- 1 Building a knowledge base among the department heads regarding the strategies for positive leadership.
- 2 Enabling department heads to create a collaborative environment within academic departments to lead change.
- 3 Support department heads to discuss and pilot new effective leadership strategies in a risk-free environment
- 4 Building an interactive system and a network of knowledge among the department heads that encourages academic partnership between departments. Supporting peers, exchanging experiences, and transferring knowledge even after the end of the program.
- 5 Enabling department heads to address the various aspects of the administrative position that people occupy, namely: powers, challenges, and opportunities

Target group

Newly appointed department heads in the academic departments at Princess Noura bint Abdulrahman University



<p>Her Excellency, the President of the University, Prof. Inas Bint Suleiman Al-Essa Dr. Ohoud Al-Fares</p>	<p>A panel discussion and inspiring interactive dialogue.</p>	<p>The most important lessons learned in managing people.</p> <p>The most important lessons learned in operations.</p> <p>Development or facilitation of work?</p>	<p>Meeting with an inspirational leader.</p>	<p>17 Rabi` al-Awwal 1444 October 13th, 2022 (Thursday)</p>
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She Leads Others



<p>Dr. Sarah Al-Adaily Assistant Professor 400 riyals</p>	<p>Review of Academic Performance Guide</p>	<p>Review the basic procedures within the departments</p>	<p>Basic operations within the academic departments (assigning teaching load; evaluating the performance of the department council..etc.)</p>	<p>24 Rabi` al-Awwal 1444 October 20th, 2022 Thursday 10:00 am - 12:00 pm</p>
<p>Dr. Fadia Al-Khadra Assistant Professor 400 riyals</p>	<p>Evaluating the collaborative environment of the academic department before attending the training course Brainstorm/discussion</p>	<p>An overview of the components of the collaborative environment within the departments. Challenges and opportunities of the conflict management model associated with the collaborative environment.</p>	<p>Create a collaborative environment within the departments and manage the conflict</p>	<p>2 Rabi` al-Thani 1444 October 27th, 2022 Thursday 10:00 am - 12:00 pm</p>
<p>Dr. Noura Balharith Assistant Professor 400 riyals</p>	<p>Dialog session</p>	<p>A focus on managing the challenges of the department council (the core of academic decision making) through decision making strategies. The department council between old and current Council higher education regulation. Department council meetings from preparation to export. Highlights on the most prominent challenges in the department council.</p>	<p>Academic department councils</p>	<p>9 Rabi' al-Thani 1444 November 3rd, 2022 Thursday 10:00 am - 12:00 pm</p>



To be determined	Practical application of the Prosci methodology for the roles of team members	Change in Roles Core Management: Prosci Model	Managing change and turning ideas into results	16 Rabi' al-Thani 1444 November 10th, 2022 Thursday 10:00 am - 12:00 pm
To be determined	Change Brainstorming Case study Roleplay	Sustainability in Education and Organizational Change: A Critical Case Study of Barriers and Change Drivers at a Higher Education Institution Stressful Change in Higher Education: An Interpretive Case Study Five Tactics for Immediate Institutional Change	at the group level at the institution level	23 Rabi' al-Thani 1444 November 17th, 2022 Thursday 10:00 am - 12:00 pm
Dr. Hanan Khalifa Assistant Professor 400 riyals	workshop	Basic legal skills for heads of departments	Basic legal skills for head of departments	30 Rabi' al-Thani 1444 November 24th, 2022 Thursday 10:00 am - 12:00 pm
Dr.. Nawal Al-Helwa Professor Dr 600 riyals	Dialog session	Definition of peers, their types, their names, and their characteristics. The best strategies in peer leadership such as (praise and sincere appreciation - cultivating trust - protecting interests - mental openness - avoiding the use of power with them - avoiding conflicts - reducing the abundance of apologies - ignoring and condoning - pushing luring into conflict - realizing personal traits peers and investing them in serving the department's goals)	peer leadership	7 Jumada al-Awwal 1444 Descemer 1st, 2022 Thursday 10:00 am - 12:00 pm

She Leads the Institution



To be determined	Topical activity	<p>Presentation of the university's strategic plan.</p> <p>Presentation of how the plan is aligned with the Kingdom's vision 2030.</p> <p>Presentation of the role of the department head in achieving this strategic plan through the resources available.</p>	Princess Noura Bint Abdul Rahman University Strategic Plan	<p>Jumada al-Awwal 14, 1444</p> <p>Descemer 8th, 2022</p> <p>Thursday</p> <p>10:00 am - 12:00 pm</p>
To be determined	Your department is on the university's strategic map. Brain-storm and panel discussion	<p>Sustainability Education and Organizational Change: A Critical Case Study of Barriers and Change Drivers at a Higher Education Institution.</p> <p>Stressful Change in Higher Education: An Interpretive Case Study</p> <p>Five Tactics for Immediate Institutional Change</p>	<p>at the group level</p> <p>at the institution level</p>	<p>23 Rabi` al-Thani 1444</p> <p>November 17th, 2022</p> <p>Thursday</p> <p>10:00 am - 12:00 pm</p>
Dr.. Nadia Al-Shamrani Assistant Professor 400 riyals	Dialog session	<p>A definition of the organizational structure of the university</p> <p>The roles of all sectors of the university</p> <p>The relationship of the head of the academic department or department with the various sectors of the university</p>	The role of the organizational structure at the university The role of the department head in the organizational structure	<p>21 Jumada al-Awwal 1444</p> <p>Descemer 15th, 2022</p> <p>Thursday</p> <p>10:00 am - 12:00 pm</p>
Dr.. Aisha Hegazy Co-professor 500 riyals	Brain-storm A short story Case study	A discussion on leading academic departments in critical times: the Corona pandemic as a case study	Leading academic departments in difficult times	<p>28 Jumada al-Awwal 1444</p> <p>Descemer 22nd, 2022</p> <p>Thursday</p> <p>10:00 am - 12:00 pm</p>



Dr.. Reem Al-Suwailem Assistant Professor 400 riyals	Brain storm Roleplay	This program aims to introduce the role of academic departments in achieving academic accreditation for programs, and to define the role and responsibilities of department heads in quality assurance processes.	The role of department leadership in achieving program accreditation.	5 Jumada II 1444 December 29th, 2022 Thursday 10:00 am - 12:00 pm
Certificates _ Honor _ Evaluation of the program		Closing ceremony		12 Jumada al-Thani 1444 January 5th, 2023
3500 riyals		Total		

Additional sources of support provided to the head of the Department in the Training Programme

- 1 Academic performance management guide for faculty members
- 2 Digital knowledge resources to support department heads. Topics include: (team management, conflict management, emotional intelligence, collaborative environment)
- 3 Network of knowledge and peer support

What should the Department head expect at the end of the Programme?

The head of the department receives a tool package for successful and influential leadership in the academic departments

The Department head will be able to create a network of relationships with other Department heads as a network of acquaintances and a support system in their administrative journey.

The head of the Department will have the opportunity to apply the knowledge gained by focusing on their own plans for personal and professional development to improve their own performance as well the the performance of their team

The head of the department benefits from identifying their leadership styles, methods of acquiring and employing skills, their preference in leading departments, and looking at a 360-degree angle at the effects of performance management through their decision making.

The head of the Department takes advantage of the opportunity to explore, use and balance the intellectual and institutional properties to deal with challenges of the different roles they assume as department head.