

This unit deals with training and professional development and prepare, coordinate and follow up everything that relates to the training and development of the Deanship employees and faculty members in the field of e-learning and distance learning. The unit director is assigned by a decision of the Dean after the nomination of Vice Dean for Development and Quality, and is associated to the Vice Dean for Development and Quality administratively and organizationally and he submits an annual report on the progress of the work and activities of the unit.

Tasks of the Unit:

- 1. Identify the Deanship employees' training needs.**
- 2. Prepare the training plan of the Deanship of e-learning and distance learning.**
- 3. Receive nominations for training programs and organize the delivery of training programs in the field of e-learning and distance learning and follow up the implementation.**
- 4. Provide training requirements in coordination with the concerned authorities.**
- 5. Participating in the preparation of e-learning programs, training packages and distance learning in coordination with the specialists.**
- 6. Encourage faculty members to participate in the training programs offered by the Deanship of e-learning and distance learning.**
- 7. Development of faculty members' skills in the field e-learning and distance learning.**
- 8. Development and management of practical skills for workers to carry out the objectives of the Deanship.**
- 9. Organization of professional communication in the field of e-learning programs by holding meetings, seminars and conferences.**
- 10. Evaluate the effectiveness of training programs, which are supervised and implemented by the unit.**
- 11. Prepare trainers from faculty members in the field of e-learning and distance learning.**
- 12. Preparing Dean Employees' professional growth records.**
- 13. Find the appropriate development mechanisms for the Deanship agencies and units work.**
- 14. The preparation of periodic reports on the unit activities and submit them to the Vice Dean for Development and Quality.**
- 15. Carry out other tasks assigned to the unit in terms of training and professional development.**