

International Islamic University, Islamabad
Institute of Professional Development
IPD Training Calendar
Year 2020 – 2021

Incharge IPD: Dr. Faizur Raheem

Training Lead & Coordinator: Kashif Suhail Malik

Sr. no.	Title of the Programme	Code	No. of Days	Duration /day	Proposed Dates
1	Leadership for Academic Management	(LAM, Code: 0120)	3	5 hours	November 2020
2	Deans' Dialogue Forum (recurring event)	(DDF, Code: 0220)	1	3 hours	November 2020
3	Heads of Departments Meet (recurring event)	(HoDM, Code 0320)	1	5 hours	December 2020
4	Heads of Departments Trainings	(HoDT, Code 0421)	3-5	3-5 hours	January 2021
5	Induction for New Faculty	(Induction, Code: 0521)	5	5 hours	February 2021
6	Training for Mid-Career Faculty	(TMCF, Code: 0621)	3	5 hours	March 2021
7	Training for Senior Faculty Members	(TSFM, Code: 0721)	3	5 hours	April 2021
8	Executive Professional Development Course	(EPDC, Code: 0821)	3	3-5 hours	January 2021
9	Officers Professional Development Course	(OPDC, Code 0921)	5	3-5 hours	February 2021
10	Professional Development Course for Administrative Staff	(PDCA, Code 1021)	5	3-5 hours	March 2021
11	Grooming and Serving Manners	(GSM, Code 1121)	5	3-5 hours	April 2021
12	Skill Building Seminars for Students [Boys & Girls]	(SBSS, Code: 1221 & 1321)	1	3-5 hours	Jan 20 to April 21
13	Special Purpose / Bespoke Workshops	(Workshops, Code 1421-1 onwards)	1-3	3-5 hours	Any time upon request

Each programme comprises dedicated hours of face to face training as well as work based assignments and pre and post training readings. Each trainee will be offered a certificate at the successful completion of training.

- For faculty, nominations may be forwarded by the respective faculty/department or directly by the candidate with the endorsement of the faculty/department. For staff, nominations will be done by HR.
- Registration is open till 31st October 2020 on the prescribed registration forms and will be based on first come basis. Courses will commence subject to availability of appropriate number of candidates.
- Batch size would range from 15-25 candidates for each course.
- Trainings will start from second week of November 2020. All trainings courses will be held at Faisal Mosque Campus.
- Cost of training will be borne by the university.

Room # 21, Faisal Mosque Campus, IIUI, Contact: 051-9262226

Administrative Inquiries: Sohaib Qureshi (0333-5072119)

International Islamic University, Islamabad

Institute of Professional Development

IPD Training List

Year 2020 – 2021

Leadership for Academic Management (LAM, Code: 0120)

Course aims at providing a platform for the top tier academic management to share views and experiences on 21st century academic leadership. Course participants are the most prestigious academic leaders including deans, director generals, directors and heads of academic departments of IIUI.

Deans' Dialogue Forum (DDF, Code: 0220)

A forum for scholarly discourse, information sharing, debate innovative educational management and discussion on best practices in higher education across the world in an informal and personalized environment. Acclaimed leaders from academia and industry will be invited to have a close contact and result oriented reflective sessions with the esteemed members of the forum. It has been envisioned to become an engine for change and reformation of the IIUI. At the moment, these sessions are scheduled quarterly while in future it is expected to become a monthly event.

Heads of Departments Meet (HoDM, Code 0320)

An initiative to bring all the HoDs' at a platform for critical evaluation of their role and reflective assessment of the environment they operate in. These meets are likely to provide avenues for further development of their roles and receive training to ensure effective discharge of their duties. These sessions will help to do training needs assessment (TNA).

Heads of Departments Trainings (HoDT, Code 0421)

Based on the TNAs done during HoD meets, training will aim at enabling HoDs better utilize their potential and abilities to improve upon their leadership skills, bring efficiency in departmental systems and procedures and inspire their colleagues and subordinates for enhanced performance.

Induction for New Faculty (Induction, Code: 0521)

Course provides a way forward for the newly joined teachers of IIUI. It helps novice teachers to understand the essentials of University teaching as well as get familiar with IIUI culture and practices.

Training for Mid Career Faculty (TMCF, Code: 0621)

Course will enable the participants to revisit their ideas and practices in the context of changing trends in research and teaching in higher education. Participants will benefit from the reflective sessions and course interactive sessions. Atleast 5 years of teaching experience is must for enrollment.

Training for Senior Faculty Members (TSFM, Code: 0721)

Course will help senior teaching faculty to evaluate their competence and equip themselves with skills required to be at par with 21st century teaching and assessment approaches. Candidates with more than 15 years of teaching experience are eligible for enrollment.

Executive Professional Development Course (EPDC, Code: 0821)

This course has been designed for the BPS 19 & 20 grade administrative leaders in diverse roles who have been in this scale for some time or newly promoted ones. It will help them to share and learn from each other.

Officers Professional Development Course (OPDC, Code 0921)

This course aims at equipping the BPS 17 & 18 grade officers with the skills and competencies required to perform their duties professionally and efficiently.

Professional Development Course for Administrative Staff (PDCA, Code 1021)

This course focuses on capacity building of BPS 9 to 16 grade employees to be able to perform their duties efficiently and motivate those who aspire to take new roles and challenges.

Grooming and Serving Manners (GSM, Code 1121)

Service staff is the frontline army of any organization and reflects the culture and norms of the organization. In this context, modern day organizations pay special attention to the grooming and manner management of this group of staff. Course will lead on to not only teaching public dealing and serving manners but also support the service staff for personality grooming and better language skills.

Skill Building Seminars for Students [Boys & Girls] (SBSS, Code: 1221 & 1321)

21st century challenges are high and complex in nature that demand for variety of skills and competencies. SBSS has been designed for the students in their last semesters and ready to enter the professional life. It will equip them with required skills to sustain, keep pace with changing trends and lead in professional life.

Special Purpose / Bespoke Workshops (Workshop, Code 1421-1 onwards)

Departments and faculties can collaborate with IPD to arrange specific workshops as well IPD can design and tailor bespoke workshops as per needs of the faculty and staff.

Dr. Faiz ur Raheem
Incharge IPD

Kashif Suhail Malik
Master Trainer/Training Lead & Coordinator