



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Training and Skills Development Policy

at Mustaqbal University

Prepared by:
Training and Skills Development Department

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Policy Identification Card

Policy Name	Training and Skills Development Policy
Code	UOM-TRAIN-TSDD-POL-001-V1
Owner	Training and Skills Development Department
Reference	Human Resources Development Fund (HADAF) Technical and Vocational Training Corporation
Purpose	Stating the rules and regulating procedures for training and developing the skills of University personnel, students, and interested parties from outside the University
Scope of Implementation	Training and Skills Development Department and specialized units in the colleges
Approval	Vice Rector for Development and Community Responsibility
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Contents

Introduction

First: Strategic Framework and Principles

Second: Training and Skills Development Policy Goals

Third: Targeted Training Areas

Fourth: Policy Guiding Principles

Fifth: The University's Policy on Developing the Capabilities
of University Personnel

1- Faculty Members

2- Students

3- Staff

Sixth: Training Partnerships Policy

Seventh: Measurement and Impact Policy

Eighth: Challenges and Risk Management Policy (in the
context of training and skills development)

Conclusion



Introduction

Mustaqbal University believes that human capital is the primary driver for achieving its academic and administrative excellence. Driven by its mission to provide distinguished education and professional qualification that aligns with the Kingdom's Vision 2030 and embodying the role of the Training and Skills Development Department in building the capabilities of personnel, this policy has been prepared to serve as the regulatory framework that ensures the delivery of high-quality development programs. This policy aims to bridge skill gaps, foster a culture of innovation, and enhance institutional performance efficiency to ensure the graduation of national cadres capable of competition and leadership, while developing a work environment that motivates achievement and creativity.

Based on the strategic directions of Mustaqbal University in Buraydah, the Training and Skills Development Policy was prepared in an institutional style that links the University's vision with the goals of the Training Department. It includes the policy's strategic framework, strategic goals, targeted training areas, and guiding principles, and concludes with the implementation steps for this policy.

First: Strategic Framework and Principles

- **University Definition:** A leading educational institution in private higher education in Qassim region, aiming to equip students with skills that meet the needs of the labor market.

Mustaqbal University is considered one of the leading institutions in private higher education at both the local and national levels. It is distinguished by the application of an integrated internal quality system and directs its efforts according to an ambitious five-year strategic plan aiming at developing academic and research performance. The University contributes effectively to community service through its training programs, with a focus on preparing graduates qualified with the skills and competencies necessary to meet the needs of the evolving labor market.

- **University Vision:** Nationally distinguished university in education and professionalization for future competencies.
- **University Mission:** Introducing distinguished educational and professional environment, enhancing innovation, encouraging partnerships to effectively meet community demands.
- **Training and Skills Development Department:** The Training and Skills Development Department is a strategic gateway for developing the cadres of Mustaqbal University. It is concerned with developing and preparing University



personnel through the implementation of training and development programs that enhance their competencies and capabilities to keep pace with the requirements of the evolving work environment, in line with the goals of the Kingdom's Vision 2030.

The Department's goals are achieved through specialized qualification programs, raising the level of performance and professional awareness of employees, and enabling them to face future challenges with effectiveness and efficiency. It thus contributes to applying the concept of comprehensive quality and promoting sustainable development in performance and University services.

- **Training and Skills Development Department Vision:** Leadership in developing the skills and capabilities of the University personnel to achieve sustainable academic and administrative excellence.
- **Training and Skills Development Department Mission:** The Training and Skills Development Department is committed to designing and implementing integrated, modern, and flexible training programs that respond to the needs of faculty members, students, and employees, and keep pace with global developments in the fields of education, and administration, ensuring the sustainability of excellence and innovation in all University activities.

Second: Training and Skills Development Policy Goals

The training and skills development policy at Mustaqbal University adopts the University's strategic goals and values, as well as the following goals of the Training and Skills Development Department:

1. University Goals:

- Institutionalizing, governing, and automating good practices and obtaining institutional accreditation.
- Developing the quality of teaching and learning and obtaining program accreditation.
- Scientific, skill-based, and professional empowerment for University graduates.
- Enhancing research, development, and postgraduate studies.
- Providing a stimulating environment for innovations, and sustainable community services.
- Strengthening educational, research and community partnerships.
- Developing the University's resources, diversifying its income sources, ensuring their sustainability, and marketing its services and products.

2. University Values:

- **Quality:** We are committed to high quality in inputs, processes, and outputs.



- **Integrity:** We perform our work with sincerity and dedication in accordance with professional ethics.
- **Transparency:** We are committed to the highest levels of transparency, integrity, and accountability within the framework of institutional governance.
- **Collectiveness:** We perform our work with a one-team spirit.
- **Innovativeness:** We promote creative thinking and creative spirit, intellectually and productively.
- **Continuous Learning:** We support continuing education and learning inside and outside the university.
- **Development:** We believe in the necessity of development and growth in all fields and businesses

3. Training Department Goals:

The Department aims to:

- Design a plan for the development of capabilities and competencies for University personnel.
- Enable faculty members to develop their academic, research, and pedagogical skills, which enhance the quality of education and scientific creativity.
- Qualify students through specialized training programs that refine their personal and professional skills and prepare them for the local and global labor market with a spirit of entrepreneurship and innovation.

Training and Skills Development Department

- Develop administrative and technical staff to ensure institutional performance efficiency and achieve the highest levels of quality in University services.
- Promote a culture of continuous learning within the University, so that training and development become an integral part of the institution's identity.
- Build strategic partnerships with national and international educational and training institutions to transfer best practices and exchange expertise.

Based on this, the goals of the training and skills development policy are based on:

- **National Alignment:** Implementing programs that contribute to achieving the goals of the Kingdom's Vision 2030.
- **Operational Efficiency:** Raising the performance efficiency of male and female employees and providing them with modern knowledge and technical expertise.
- **Technical Empowerment:** Enhancing the capabilities of personnel to utilize digital solutions within the academic and administrative work environment.
- **Sustainable Development:** Encouraging a culture of “self-knowledge building” and self-reliance in facing future challenges.



Third: Targeted Training Areas

- **Human Resources Development:** Qualitative training for university personnel to keep pace with the rapid changes in work environments.
- **Student Training:** Equipping students with the professional skills necessary to compete in the local and national labor market.
- **Comprehensive Quality:** Linking training with quality standards and continuous improvement of institutional performance.

Fourth: Policy Guiding Principles

- **Eligibility and Need:** Training programs are determined based on identified skill gaps and the needs of various departments.
- **Strategic Partnership:** Activating cooperation with entities such as the Human Resources Development Fund (HADAF) to enhance career guidance and practical skills.
- **Measurement and Impact:** Periodically evaluating the effectiveness of training programs to ensure the achievement of Human Capital Return on Investment (HCROI).

To ensure fair distribution and maximize the benefit from training budgets, selection is based on:

1. **Job Alignment:** The training program must be directly related to the employee's current tasks or their planned future career path.

Training and Skills Development Department

- Job Performance:** Priority is given to employees who received an 'Excellent' or 'Very Good' performance appraisal in the last evaluation cycle, or those who have a specific skill gap that requires addressing.

Quarter	Training Track	Training Program	Target Audience
Quarter 1 (Orientation and Quality)	Academic Quality	Active Learning Strategies and Learning Outcomes	Faculty Members
	Institutional Excellence	Customer Service Skills (Students and Public)	Administrative Staff
Quarter 2 (Digital Transformation)	Educational Technologies	Mastering e-Learning Platforms and AI Tools	Everyone
	Cybersecurity	Security Awareness and University Data Protection	All Personnel
Quarter 3 (Leadership Development)	Leadership and Management	Strategic Planning and Decision Making in the University Environment	Faculty Deans and Department Managers
	Soft Skills	Time and Work Stress Management in Academic Environments	Administrative Staff
Quarter 4 (Professional Qualification)	Career Guidance	Career Counseling Skills for Students (in cooperation with HADAF)	Academic Advisors
	Scientific Research	Scientific Publishing Methodologies in Indexed Journals	Faculty Members



3. **Non-Repetition:** The employee must not have enrolled in a similar program during the past 12 months, to provide opportunities for others.
4. **Knowledge Transfer:** The trainees are committed to delivering an "Internal Workshop" or a brief report to transfer the acquired expertise to their colleagues in the department.

Implementation Steps:

1. **Announcement:** The Training and Skills Development Department at the University of the Future publishes the annual training plan.
2. **Application:** Submitted via the electronic portal or approved paper forms.
3. **Approval:** Applications are reviewed by the Professional Development Committee to ensure they meet the criteria.
4. **Execution:** Attending the program and completing the required training hours.
5. **Documentation:** Including the certificate in the employee's personnel file.

Fifth: The University's Policy on Developing the Capabilities of University Personnel

1- Faculty Members:

Mustaqbal University is committed to developing the academic, research, and professional capabilities of faculty

members, contributing to the improvement of teaching and learning quality, enhancing research output, and achieving sustainable academic excellence.

The University seeks to achieve this through:

- Providing specialized training programs in the fields of university teaching, active learning strategies, and learning outcomes assessment.
- Supporting the development of research capabilities, including scientific publishing skills, research project preparation, and handling global databases.
- Enabling faculty members to employ modern technologies and artificial intelligence in the educational process.
- Enhancing the leadership and academic skills of faculty members nominated for administrative positions.
- Linking training programs to the academic promotion track and the requirements of quality and program accreditation.

2- Students:

Mustaqbal University is keen to prepare its students comprehensively, combining academic knowledge with personal and professional skills, qualifying them for effective integration into the labor market and contributing to national development.

The Student Capability Development Policy includes the following:



- Designing and implementing training programs aimed at developing soft skills such as communication, teamwork, problem-solving, and time management.
- Providing career guidance and counseling programs to support the selection of the appropriate career path.
- Providing cooperative and applied training opportunities in collaboration with labor market entities.
- Promoting a culture of entrepreneurship and innovation among students.
- Supporting student participation in courses and workshops that enhance their professional readiness.

3- Employees (Administrative and Technical):

The University of the Future believes that developing the performance of administrative and technical staff is a fundamental pillar for raising institutional performance efficiency and improving the quality of services provided.

The University works to develop their capabilities through:

- Implementing specialized professional training programs linked to job tasks and career paths.
- Developing skills in using electronic systems and digital technologies.
- Developing skills in customer service, institutional work, and operations management.
- Qualifying young administrative leaders to ensure leadership sustainability.

- Linking training to improve job performance and annual appraisal results.

Sixth: Training Partnerships Policy

Mustaqbal University adopts the principle of strategic partnerships as one of the fundamental pillars for enhancing the quality and efficiency of training and skills development programs.

This Policy aims at:

- Building effective partnerships with government and private entities and accredited training centers.
- Collaborating with local and international educational and research institutions to exchange expertise.
- Benefiting from national initiatives and accredited training platforms.
- Ensuring the alignment of training programs with labor market needs and development requirements.
- Documenting and organizing partnerships to achieve sustainable added value for the university and its personnel.

Seventh: Measurement and Impact Policy

Mustaqbal University is keen to measure the effectiveness of training programs and analyze their impact on individual and institutional performance, ensuring the achievement of the Return on Investment (ROI) in training.



The measurement and impact policy includes the following:

- Measuring the level of beneficiary satisfaction with training programs.
- Evaluating the extent to which program goals and outcomes are achieved.
- Measuring the impact of training on improving job performance and behavior.
- Linking measurement results to institutional performance indicators.
- Using evaluation results to improve and develop future training plans.

Eighth: Challenges and Risk Management Policy (in the context of training and skills development)

Mustaqbal University is committed to adopting a proactive approach to managing challenges and risks associated with training and skills development programs, ensuring the continuity and effectiveness of training plan implementation.

This Policy includes the following:

- Identifying potential risks such as low participation, limited resources, or the lack of alignment of programs with actual needs.
- Developing contingency plans to ensure the continuity of training in emergencies.

Training and Skills Development Department

- Diversifying training methods (in-person – remote – blended).
- Enhancing institutional awareness of the importance of training and active participation in it.
- Periodically reviewing training policies and procedures to address challenges and improve performance.

Conclusion:

This Policy is not merely a set of organizational procedures; it is a development charter that Mustaqbal University commits to toward its personnel, students, and employees to ensure sustainability and excellence. We recognize that investing in skills development is the optimal investment for facing the rapidly accelerating challenges of the future. Therefore, the University calls upon all its sectors and personnel to interact positively with the proposed programs and to work in a team spirit to turn these plans into a tangible reality, the impact of which is reflected in the quality of educational outcomes and administrative services. This Policy will be subject to periodic review and improvement through the Training and Skills Development Department to ensure it keeps pace with the latest global and national standards.