Trainings
Academic
Year 2022-2023

Frederick University

P²|D|F PERSONAL AND PROFESSIONAL DEVELOPMENT

About

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The Personal and Professional Development Center at Frederick University aims at **providing a range of development opportunities** to faculty and staff that will enable them to **enhance their professional and personal skills and ultimately reach their full potential.**

Given our academic community, personal and professional development activities can take different forms of training opportunities (workshops, seminars, informal discussions, Teaching and Learning Day) so as to maximise interaction and active participation.

- As of this year, the P²DF Center has developed and implemented the 'Rule for Staff Training' to ensure its smooth operation.

Rule for Staff Training

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Further to the establishment of a specialized center for staff development and training – the Personal and Professional Development at Frederick (P²DF) center – a system that specifies the responsibilities of staff in relation to the P²DF is needed. This Rule aims to provide a framework for the participation of the organization's staff to training activities.

1. All staff are categorized with respect to training in one of the following categories:
- Full-time academic (elected or on contract)
- Part-time academic
- Administration
- Researcher

2. Additionally, each staff may have one of the following attributes:
- newly employed,
- management position

3. Any training planned by the P²DF will define for each category/attribute its level. The following training levels are applied:
- Mandatory: participation for the specific category/attribute is required. This level will be rare and specifically focused, e.g. induction program for newly hired academics
- Tier 1: considered to be of high importance for the P²DF strategy for the particular category
- Tier 2: considered to be useful for the betterment of the category but not high priority
- Non-applicable: participation of the particular category in the specific training is not expected

4. The P²DF Council will propose to the University Council a minimum number of trainings per academic year for each Tier for each category and this is reviewed biannually. An initial allocation of 2 Tier-1 and 2 Tier-2 trainings for each category is allocated.

5. Staff should select the published training activities they wish to attend.

6. An information system is put in place to track the participation of staff in training and updates or warnings will be sent to staff depending on attendance performance.

7. The P²DF must consider and may accept attendance to training events, either done internally in the University but outside P²DF's actions, or externally. For this the staff member must make a corresponding application to P²DF.

8. Staff members that fail to meet the minimum requirements in an academic year are warned and must complete the gap in the following academic year. Failure to meet the training targets for two academic years results in an automatic disciplinary procedure.

	Full-time Faculty	Part-time Faculty	Administrative Staff	Research Staff	New Faculty Member	New Administrative Staff	Academic Managerial Position	Administrative Managerial Position
1. Personal and Professional Development								
Time and Stress Management: Finding the Balance	◉	○	◉	◉	◉	◉	◉	◉
Leadership Skills for Academics	○	○	-	○	○	-	◉	-
Leadership Skills for Administrative Staff	-	-	○	-	-	○	-	◉
2. Teaching and Assesment								
Innovative and Alternative Teaching Methods toward Student-Centered Teaching and Learning	◉	◉	-	-	◉	-	◉	-
3. Building Strong Relationships with Internal and External Stakehold								
Customer service experience: Customer Service skills and complaint handling for administrative staff	-	-	●	-	-	●	-	●
Effective academic-student relationship: Skills for handling the student experience	○	○	-	-	○	-	○	-
Effective Academic Advising and Student Success	●	○	-	-	●	-	●	-
4. Integration of SDGs In the Operation of the University								
ESD Competences and Strategic Pedagogies for SDGs Integration in University Curricula	◉	◉	-	-	◉	-	◉	-
Integrating SDGs in University Curricula	◉	◉	-	-	◉	-	◉	-
5. Research and Innovation								
Publications	◉	◉	-	◉	◉	-	◉	-
Innovation and Entrepreneurship	◉	○	○	◉	○	○	◉	○
6. Regulations and Procedures								
Educational Seminar on the Prevention and Handling of Sexual Harassment	●	●	●	●	●	●	●	●
Orientation for New Faculty Staff	-	-	-	-	●	-	-	-
Orientation for New Administrative Staff	-	-	-	-	-	●	-	-
Orientation for New Researchers	-	-	-	●	-	-	-	-
7. Information Systems and Software								
Library Database Utilisation Workshop	○	○	-	○	◉	-	○	-
Workshops for the use of Online Digital (Free) Tools	○	○	○	○	◉	○	○	○

● **Mandatory:** participation for the specific category/attribute is required. This level will be rare and specifically focuse, e.g. induction program for newly hired academics

◉ **Tier 1:** considered to be of high importance for the P²DF strategy for the particular category

○ **Tier 2:** considered to be useful for the betterment of the category but not high priority

- **Non-applicable:** participation of the particular category in the specific training is not expected

Training
Descriptions
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Personal
and Professional
Development

Time and Stress Management: Finding the Balance

This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Leadership Skills for Academics

Date: 19 & 20/01/2023
Location: Nicosia Campus
Duration: 14 hours
Trainer: Christina O'Neill

Goals:
- use coaching skills to help develop the performance of a team member
- learn to give negative feedback, thus supporting a person's growth within the department
- learn to assertively confront a challenging situation/person

Leadership skills for Administrative staff

Date: 26 & 27/1/2023
Location: Nicosia Campus
Duration: 14 hours
Trainer: Christina O'Neill

Goals:
- use coaching skills in order to support an individual whose performance is below the expected
- use different leadership styles according to the situation and the development level of an individual
- learn to give negative feedback to an individual, when performance or behaviour is not the expected

Teaching
and Assesment

Innovative and Alternative Teaching Methods toward Student-Centered Teaching and Learning
This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Building Strong Relationships with Internal and External Stakeholders

Customer service experience: Customer Service skills and complaint handling for administrative staff
This training will also be offered in the Spring Semester

Date: 16/12/2022
Location: Nicosia Campus
Duration: 7 hours
Trainer: Christina O'Neill

Goals:
- learn how to deal with "difficult" situations where the customer is dissatisfied or upset/angry, turning them into raving fans
- make the customers speak favourably "behind your back"
- communicate with customers, using customer-centric words and phrases

Effective academic-student relationship:
Skills for handling the student experience

This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Effective Academic Advising and Student Success

For this training that will be offered in the Fall Semester, academic advisors from specific Departments have been informed and are allocated into groups. This training will also be offered in the Spring Semester for the rest of the academic advisors.

Location: Nicosia and Limassol Campus
Duration: 10 hours
Trainer: Christina O'Neill

Goals:
- learn how to handle challenging situations with students who are not performing well, providing them the essential guidance to improve academic performance
- learn how to ask the right questions to understand clearly the challenges the student is facing
- learn how to provide the essential support to students facing challenges, moving the student from confusion to clarity where solutions can be found.

Part One (7 hours)
Group 1: 15/11/2022, Nicosia Campus
Group 2: 16/11/2022, Nicosia Campus
Group 3: 17/11/2022, Nicosia Campus
Group 4: 18/11/2022, Limassol Campus
Group 5: 21/11/2022, Nicosia Campus

Part Two (3 hours)
Option 1: 28/11/2022
Option 2: 29/11/2022
Option 3: 30/11/2022

Integration of SDGs in the Operation of the University

ESD Competences and Strategic Pedagogies for SDGs Integration in University Curricula

New Date: 17/01/23 @ 9:00 - 13:00
Location: Nicosia Campus
Duration: 4 hours
Trainers: Aravella Zachariou
   Chrysanthi Kadji
   Nicoletta Christodoulou
   Marios Pelekanos
   Costas Mantzalos
   Milton Demosthenous

Goals:
- become familiar with sustainability competences
- appreciate sustainability competences' value as transversal competences on high demand by the job market
- be able to use different pedagogical techniques to develop sustainability competences in teaching
- be able to develop sustainability competences through the context of different SDGs

Integrating SDGs in University Curricula

This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Research and Innovation

Publications

This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Innovation and Entrepreneurship

Date: 13/12/2022 @ 11:00
Location: Nicosia Campus
Duration: 3.5 hours
Trainers: Petroula Mavrikiou
   Nasia Nalmpanti
   Athanasia Tzortzi

Goals:

Part 1: Train the Trainer: Innovation in practice
- feel empowered that you can do this on your own, and have fun while doing it
- learn the use of effective tools that will allow students/staff to find opportunities for innovation in their everyday life, AND know what to do with them

Part 2: Panel on Entrepreneurship (in English)
Invited Speakers/Practitioners:
- Maria Terzi, Entrepreneur
- Maria Markidou Georgiadou, Managing Director, Cyprus Seeds
- Karen Golmer, Innovation Manager, MIT Deshpande Center
- Dimitris Tsiokos, Entrepreneur
- Phyllis Leah Speser - RIF's Senior Consultant on Tech Transfer

- learn why bother with commercialisation of research and how to start
- understand what it takes to make the leap from research to entrepreneurship
- discuss lessons learned from supporting academic commercialisation by CyprusSeeds

Regulations and Procedures

Educational seminar on the prevention and combating of sexual harassment
This training will also be offered in the Spring Semester

Date: to be announced
Location: Nicosia & Limassol Campus
Duration: 4 hours
Trainers: Susana Pavlou
       Christina Kaili
       Maria Angeli

Goals:
- be familiarised with the provisions of the legislative framework on sexual harassment, the definition and the legal obligations of employers
- be able to assess the risk and conditions that increase the chances of sexual harassment occurring within the work context
- discuss the prevention of the phenomenon at individual and collective level, as well as combating it within their sphere of competence

Information Systems and Software

Library Database Utilisation Workshop
This training will be offered in the Spring Semester. More details regarding its content and dates will be announced before the commencement of the Spring Semester.

Workshops for the use of Online Digital (Free) Tools
This training will also be offered in the Spring Semester

Date: 01/12/2022 @ 17:00, 08/12/2022 @17:00, 15/12/2022 @ 17:00
Location: Online
Duration: 3 hours (3 trainings - 1 hour each)
Trainers: Nikleia Eteokleous
       Rafaela Neophytou

Goals:

Online Collaborative Boards (Digital Tools: Padlet, Jamboard)
- describe the features, capabilities and functions of a collaborative whiteboard
- develop online collaborative whiteboards
- design educational activities utilising an online collaborative whiteboard to promote participant collaboration and interaction
- collaborate online with other people through a collaborative whiteboard to post, edit and evaluate educational material

Developing presentations and interactive activities (for increased student interaction) - Digital Tools: Slido, Mentimeter)
- describe the features, capabilities and functions of the Slido and Mentimeter digital tools
- participate in a synchronous poll/brainstorming and interactive presentation
- develop a synchronous poll/brainstorming and interactive presentation

Integrating the digital multi-tool Canva in the teaching and learning process
- describe the features, capabilities and functions of the Canva digital tool
- develop different kinds of content through the Canva digital tool
- design educational activities using the Canva digital tool

Trainers

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Athanasia Tzortzi
Dr Athanasia Tziortzi is a Lecturer in Marketing at Frederick University, teaching in the Department's undergraduate programs as well as in the Interschool postgraduate program in Health Management (conventional and distance learning).She holds a PhD in the area of Marketing from the University of Sheffield.

Aravella Zachariou
Dr Aravella Zachariou is Head of the Unit on Education for Environment and Sustainable Development (ESD) at the Cyprus Pedagogical Institute and Visiting Assistant Professor at Frederick University. Since 2017, she has chaired the United Nations Economic Commission on Education for Sustainable Development (UNECE). She also chairs the Mediterranean Commission on the Strategy for ESD and leads the Expert Group on Climate Change in Education in the East. She is the chair of the Climate Change Task Force for the Mediterranean and the Middle East. As an expert she participates in the European Commission's working group on environmental sustainability learning.

Christina Kaili
Dr Christina Kaili has been a researcher and project coordinator at MIGS since 2008. As a gender equality expert, she has conducted research, facilitated trainings, and coordinated and implemented many national and European projects in her field. She is particularly interested in the prevention and combating of violence against women and girls, especially through education. As an advocate of sexual and reproductive health and rights since 2005, she has also supported the work of the Cyprus Family Planning Association (CFPA), including a period of serving in its board (2011 – 2013).

Christina O'Neill
Christina O'Neill studied Marketing and received a Master's in Organizational Analysis and Behavior from Lancaster University in the UK. A Senior Consultant specializing in learning and development of teams and individuals. Specifically, she excels in training, facilitation, coaching and mentoring, With a 25 year career she has delivered more than 2500 workshops and trained people mainly in Cyprus, Greece, Kuwait, Abu Dhabi, Dubai and Oman. She trains people at all levels and departments from CEOs all the way down to the fingertips of an organization.

Chrysanthi Kadji

Dr Chrysanthi Kadji is an Associate Professor in ESD and the Vice Chair of the Department of Education at Frederick University. Her research focuses on Education for Sustainable Development in Teacher Education, University Education as well as professional learning.

Costas Mantzalos

Prof. Costas Mantzalos was trained in visual arts in the UK. He also registered for a higher research degree and investigated the survey of post-modern graphic arts in Cyprus. His first academic post was in 1989, while in 1991 he was appointed as a Head of the Department. He is currently the Dean of the School of Arts, Communication and Cultural Studies at Frederick University. Parallel to his academic career, he has been involved in numerous international art and design consultations. Since 1996 he is the cofounder of the TWO|FOUR|TWO art group, with architect Constantinos Kounnis.
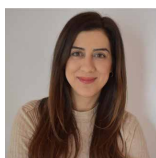
Maria Angeli

Maria Angeli has worked at MIGS as a project coordinator and researcher since 2008. She has managed several European projects related to gender equality in formal and non-formal education, gender and the media, the gender dimension in the integration of migrants, hate speech, as well as women in decision-making roles and in history.Since 2019, Maria has been sharing her expertise in matters of gender equality as a member of the European Commission's OMC working group, which brings member states together to exchange experiences and good practices in the creative and cultural industries. She is a member of the International Network on Leave Policies and Research, having contributed in the first ever comprehensive report on Cyprus Leave policies. She is also the national coordinator for Cyprus in the Global Media Monitoring Project (GMMP), the largest global study of the representation of gender in media.

Marios Pelekanos

Marios Pelekanos graduated as an architect engineer from the National Technical University of Athens in 1989, and in 1990 he received his M.Sc. from Bartlett School of Architecture and Planning, University College London. Since 2014, he is a PhD candidate at the National Technical University of Athens and his research subject is the constructional analysis of the timber-roofed basilicas in Troodos mountain area, in Cyprus. He is currently an Associate Professor at Frederick University Cyprus teaching constructional analysis and restoration methods courses of the Master Programme "Conservation and restoration of historical structures and monuments" as well as several architectural technology courses of the Architect Engineer Diploma and Civil Engineer undergraduate program.

Milton Demosthenous

Prof. Milton Demosthenous is a Professor of Structural, Experimental and Earthquake Engineering, at Frederick University, teaching undergraduate and postgraduate courses in the Department of Civil Engineering and the Dept. of Architecture. He is Director of the Laboratory of Mechanics of FredU and co-coordinator of the postgraduate Msc program for the Conservation and Rehabilitation of Monuments and Historical Structures. He completed his Ph.D. at the Aristotle University of Thessaloniki (AUTH), in the field of Earthquake Engineering.
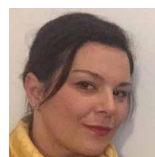
Nasia Nalmpanti

Dr Athanasia Nalmpanti is currently Research Coordinator and Adjunct Faculty at Frederick University. She holds a PhD in Management from the University of Leeds and an MBA from Cardiff University. She also worked as a Research Assistant at Alliance Manchester Business School and Course Instructor at Leeds University Business School covering innovation and entrepreneurship topics at undergraduate and postgraduate levels. Her research interests lie chiefly around open innovation, innovation under disruptive conditions, and entrepreneurship in emerging economies.

Nicoletta Christodoulou

Dr Nicoletta Christodoulou is an Associate Professor of Curriculum Studies and Instruction in the Department of Education at the School of Education and Social Sciences at Frederick University. She is also the Coordinator of the Masters in Adult Education and Masters in Curriculum and Instruction. Dr. Christodoulou is the founder of the Forest School program initiative for children in Cyprus. She is a member and has leading positions in many professional, scientific organizations internationally and locally, including the American Educational Research Association.

Nikleia Eteokleous

Dr Nikleia Eteokleous (female) holds a PhD in Educational Administration with emphasis in Educational Technology (confirmed 2004), M. Ed in Instructional Systems (2003), and M. Ed in Educational Administration (2002) from the Pennsylvania State University and BA in Public and Business Administration (Specialization: Finance) (2001) from the University of Cyprus. She works as an Associate Professor in Educational Technology at the Educational Sciences Department, School of Educational and Social Sciences at Frederick University.

Petroula Mavrikiou

Dr Petroula Mavrikiou has received her PhD (1999) from the Department of Mathematics and Statistics from the University of Cyprus, and her Diploma in Civil Engineering from the National Technical University of Athens (Metsovio) in Greece in 1992. Currently she is an Associate Professor of Statistics at the Department of Business Administration of Frederick University while she provides teaching services in other Departments.

Rafaela Neofytou

Dr Raphaela Neophytou holds a BA in Primary Education (Frederick University), MA in New Technologies for Communication and Learning (Cyprus University of Technology), and PhD in Education (Frederick University). Since 2018 she has been working at the Frederick University Open and Distance Learning Center. Within the laboratory, she works closely with the Commission and the Distance Learning Unit on issues related to pedagogical design, development of educational materials as well as quality control of distance learning.

Susana Pavlou

Susana Pavlou is the Director of the Mediterranean Institute of Gender Studies and has over 15 years of experience in research, policy development, and policy monitoring and evaluation on gender equality and violence against women. She is widely recognised as a gender equality expert and has served as a senior researcher on a number of projects and studies commissioned by the European Institute for Gender Equality (EIGE), the European Parliament, and UN Women among others. She has served as a National Expert for the Network of Experts in Gender Equality, Social Inclusion, Health and Long-term Care (EGGSI), and as Independent Expert for DG Employment's Mutual Learning Programme (MLP).