



FOCUS

Strategic Planning and Internal Quality Assurance Procedures

Training Workshop

21st & 24th October 2014

[Istanbul Gonen Hotel](#), meeting room

Delivered by University College Cork, Ireland and the University of Alicante, Spain

TRAINING DESCRIPTION

Strategic Planning

Learners will:

- explore the principles and concepts of strategic planning
- assess the contexts in which strategic planning is conducted
- examine strategic planning processes
- analyse the elements of a strategic plan
- examine the relationships between strategic and annual operational planning
- create and evaluate a strategic plan

Internal Quality Assurance

Learners will:

- explore the principles and concepts of internal quality assurance
- assess the contexts in which internal quality assurance is conducted
- examine internal quality assurance processes
- analyse the elements of a internal quality assurance manual
- examine the relationships between internal quality assurance and external
- work on the work plan to improve/develop the Internal quality assurance procedures

LEARNING OUTCOMES

Strategic Planning

On successful completion of this course, the learner will be able to:

1. Describe the process of strategic planning
2. Explain the roles and responsibilities required to develop and deliver on a strategic plan
3. Conduct an environmental scan and use the results to develop a list of potential key actions
4. Evaluate alternative options
5. Establish strategic priorities
6. Identify targets to determine the effectiveness of the plan
7. Describe and develop an operational plan
8. Establish processes for monitoring and reviewing implementation
9. Develop a sample strategic plan

Internal Quality Assurance

On successful completion of this course, the learner will be able to:

1. Describe the process of internal quality assurance
2. Explain the roles and responsibilities required to develop and deliver on a internal quality assurance manual
3. Conduct a SWOT and use the results to develop a list of potential key actions
4. Establish priorities
5. Identify targets to determine the effectiveness of the procedures
6. Establish processes for monitoring and reviewing the quality assurance implementation and mechanisms
7. Develop a work plan for the development/improvement of the Libyan universities internal quality assurance procedures

AGENDA

DAY 1 21st October	
09.30-10.00	Registration and Introductions
10.00-11.00	What it is and what it involves <ul style="list-style-type: none"> • What is Strategic Planning? • Why Strategic Planning? • Key process steps • Definitions
11.00-11.30	BREAK
11.30-13.00	Environmental Scan <ul style="list-style-type: none"> • Environmental scan
13.00-14.00	LUNCH BREAK
14.00-15.00	<ul style="list-style-type: none"> • Complete environmental scan • Goal setting • Identification of potential actions
15.30-16.00	BREAK
16.00-17.00	Actions and Priorities <ul style="list-style-type: none"> • Evaluating alternative actions • Establishing strategic priority actions • Re-cap and plan for next day
DAY 2	
09.30-11.00	<ul style="list-style-type: none"> • Recap & summary • Case study

	<ul style="list-style-type: none"> • Identification of targets • Taking action: development of an operational plan • Barriers to successful strategic planning and implementation • Monitoring and reviewing implementation
11.00-11.30	BREAK
11.30-13.00	<ul style="list-style-type: none"> • Development of the Strategic Plan (for each university)
13.00-14.00	Presentation of Strategic Plans
15.00-16.30	<ul style="list-style-type: none"> • Roles and responsibilities • Stakeholder engagement • Summary & Wrap-Up
DAY 3	
09:00-9:15	Presentation of the agenda for the quality assurance workshop <i>UA</i>
9:15-10:45	<i>What is Quality Assurance and what it does it involve?</i> <ul style="list-style-type: none"> • What is Internal Quality Assurance System? • Why Internal Quality Assurance System? • Key process steps • Barriers to successful Internal Quality Assurance System and implementation <i>UA</i>
10:45-11:30	<i>Presentation of the Internal Quality Assurance procedures at Partner Universities</i> <ul style="list-style-type: none"> • LIMU <i>Partner universities</i>
11:30-12:00	BREAK
12:00-13:30	<i>Presentation of the Internal Quality Assurance procedures at Partner Universities</i> <ul style="list-style-type: none"> • OMU • UoB <i>Partner universities</i>
13:30-14:30	LUNCH
14:30-15:15	Presentation and discussion of UCC Internal Quality Assurance Procedures <i>UCC</i>
15:15-16:00	Presentation and discussion of UA Internal Quality Assurance Procedures <i>UA</i>
16:00-16:30	<ul style="list-style-type: none"> • Recap & summary • Case study • Identification of targets • Taking action: development/improvement of Internal Quality Assurance System

	<p>procedures</p> <ul style="list-style-type: none"> Monitoring and reviewing implementation <p>UCC</p>
DAY 4	
8:30-9:15	<p>AUDIT questionnaire and its adaptation to Libyan HEIs</p> <p>UA</p>
9:15-12:30	<p>Each HEI will work in-group to adapt the AUDIT questionnaire to its needs. After that the groups will answer the questionnaire, so that a report of diagnosis will be drafted by the end of the session.</p> <p>ALL</p>
12:30-13.30	LUNCH
13:30-15:30	<p>Presentation of each group main report/conclusions</p> <p>Partner universities</p>
15.30-16.00	<ul style="list-style-type: none"> Summary & Wrap-Up Next activities <p>ALL</p>