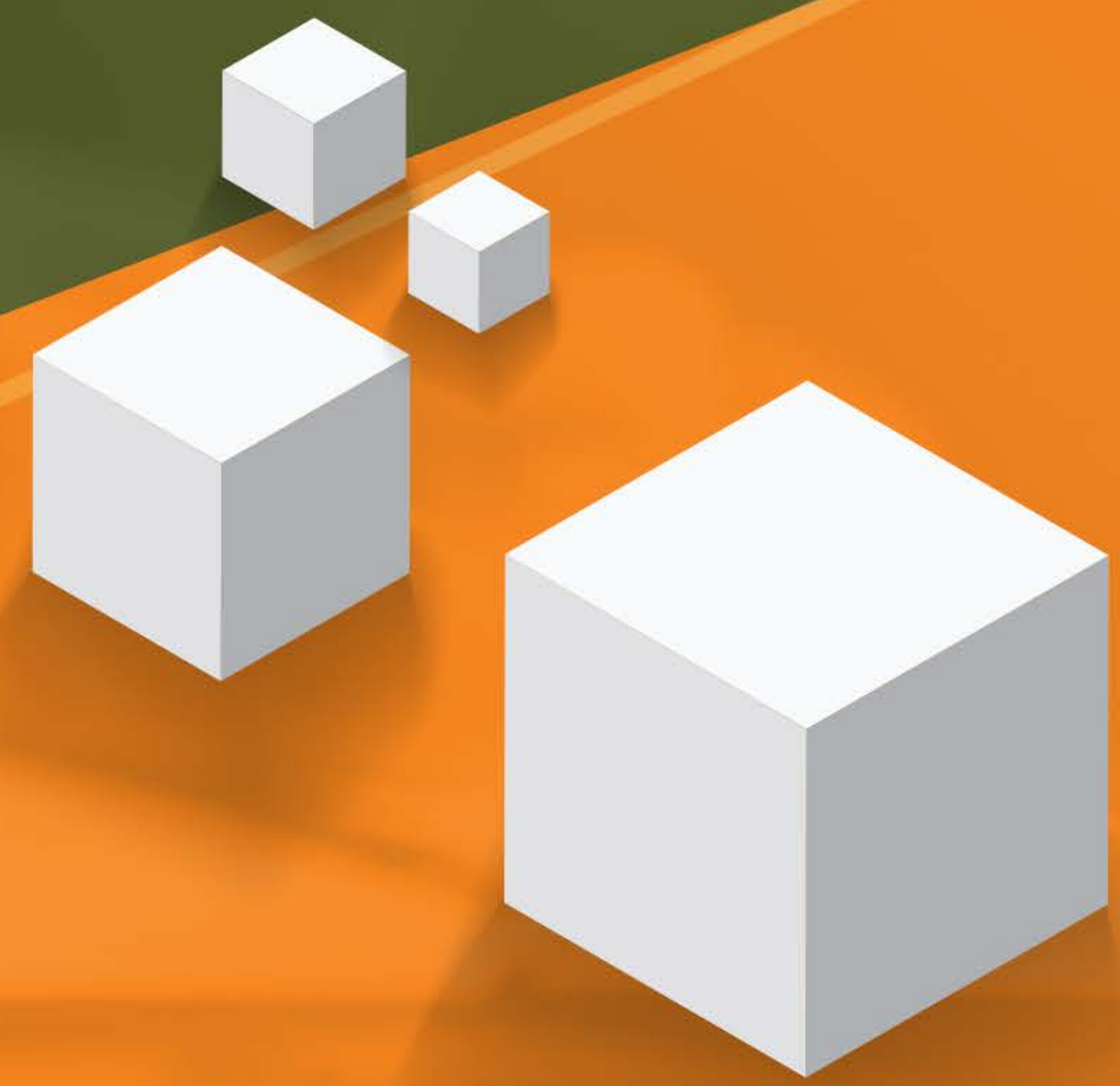




CLICKS

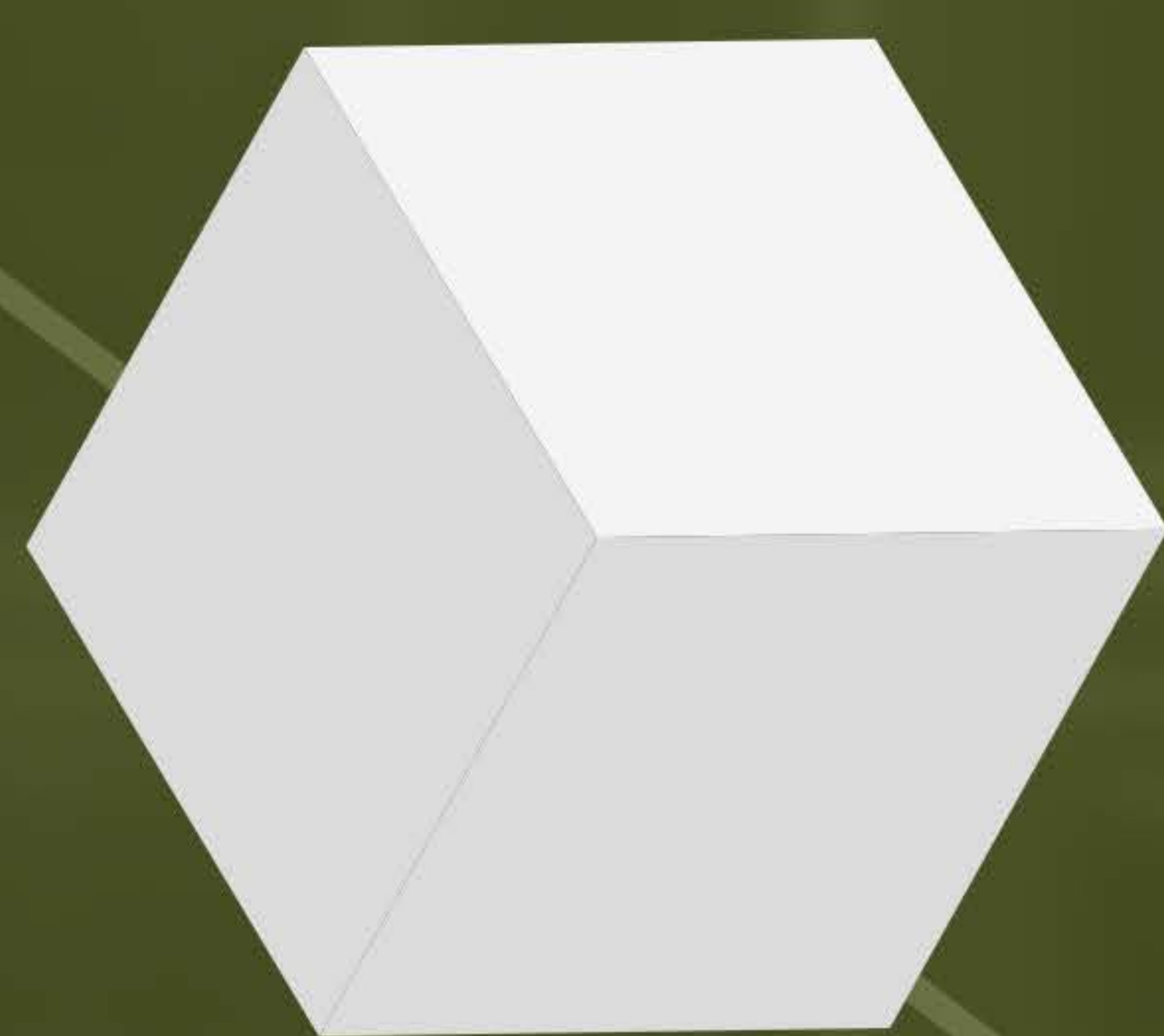
Center for Learning Innovations &
Customized Knowledge Solutions



Webinar on

2 sessions | 4 hours each

Building Robust Policy Systems: Development, Implementation, and Crafting Clear Policies



20th & 21st
November, 2024

11:00-15:00 UAE Time

Online Via:  zoom

Webinar Overview



Policies are essential to Higher Education Institutions (HEIs) as they clarify expectations for various members of the community, provide a framework for institutional integrity, promote consistency, efficiency, and effectiveness, help mitigate and manage institutional risks, and support compliance with accreditation requirements. However, despite the well-known benefits of having well-designed, consistent, and purpose-driven institutional policies and procedures, developing these can be a challenging task for universities and colleges. This is particularly true given the complex nature of higher education and the various internal and external influencing factors.

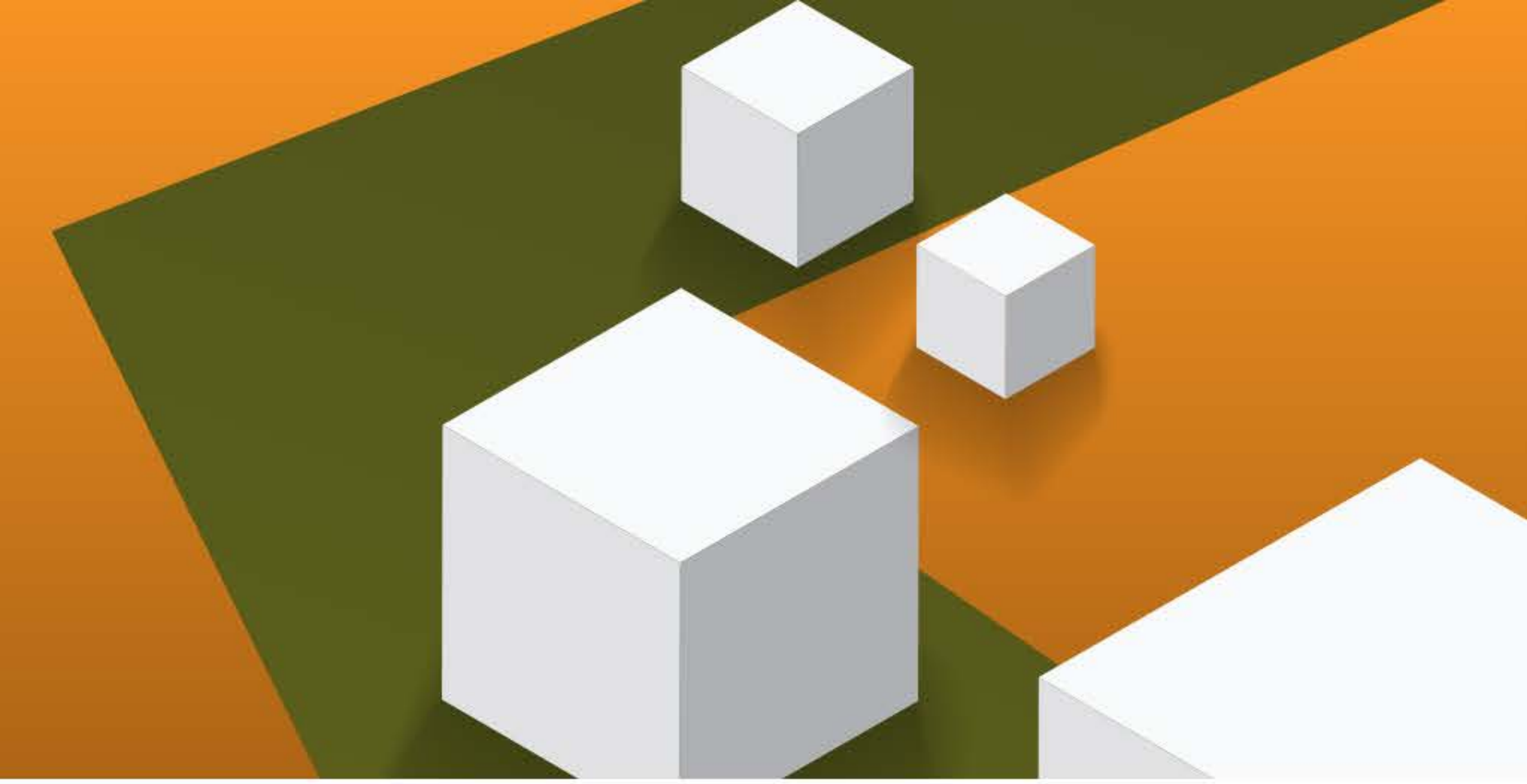
This webinar is structured around two key components:

- + **Developing a Policy Framework:** This part will focus on providing participants with a comprehensive framework to guide the development, implementation, monitoring, evaluation, and review of institutional policies. Participants will be introduced to a six-phase policy development life cycle process that can be easily adapted to different institutions. The connection between institutional mission, values, strategic goals, internal and external quality assurance, and policies will be thoroughly explored. Various strategies and approaches to enhance policy compliance and the critical link between policy adherence and risk management will also be discussed.
- + **Guidelines for Writing Good Policies:** The second part of the webinar will offer practical guidelines on how to write clear, effective, and well-structured policies. Participants will learn about the key elements of well-written policies, best practices for clear and concise policy language, and how to avoid common pitfalls in policy writing. This segment aims to equip policy drafters with the skills needed to create policies that are not only compliant but also easy to understand and implement.

By the end of the webinar, participants will have a comprehensive understanding of how to create and maintain robust policy systems that contribute to the overall success and integrity of their institutions, as well as practical skills for writing effective policies.



Webinar Outcomes



By the end of the webinar participants will:

Understand the key elements of best practices in policy development and review from a system-wide perspective.

Comprehend the process for policy development, implementation, monitoring, and reviewing, including how to analyze monitoring indicators.

Build institutional frameworks and processes for defining, formulating, implementing, overseeing, assessing, and reviewing institutional policies in a participatory manner.

Write clear, concise, and coherent policies that are aligned with the institutional mission, core values, and strategic goals.

Develop a policy register and create accessible policy websites.

Reflect on current institutional practices related to the development, implementation, evaluation, and revision of policies.



Webinar Structure

Day (1)

Session 1 Introduction to Policy Development in Higher Education

- + Education Policy: Why? What? How?
- + Organizational Culture and Policies
- + Issues and Challenges Facing Policy Development in Higher Education
- + The Difference Between Strategies, Policies, and Procedures: Why Do They Matter?
- + Categories of Policies in Higher Education
- + Characteristics of Good Policies
- + 10 Reasons Why Policy Fails
- + Stakeholders' Engagement with Policy Development and Review

Session 2 The Policy Development Life Cycle

- + The Policy Life Cycle
- + Policy Initiation
- + Policy Development and Writing Style
- + Policy Consultation and Approval
- + Policy Communication and Training
- + Policy Implementation, Monitoring, and Compliance
- + Policy Evaluation and Review
- + Analyzing Monitoring Indicators



Day (2)

Session 3 Writing Effective Policies

- + Structure of a Policy Document
- + Writing Clear, Concise, and Coherent Policies Aligned with Institutional Mission, Core Values, and Strategic Goals
- + Characteristics of Good Policies
- + Developing a Policy Register and Creating Accessible Policy Websites
- + Policy on Policies: Establishing Guidelines for Policy Development

Session 4 Building an Integrated System and Ensuring Compliance

- + Building an Integrated Institution-Wide System
- + Establishing Compliance Programs and Their Role in Risk Management
- + Developing Institutional Policies' Repositories
- + Reflecting on Current Institutional Practices Related to Policy Development, Implementation, Evaluation, and Revision

Target Audience

This webinar is designed for:

- Directors and Staff Working in Quality Assurance and Institutional Effectiveness Offices
- Manager and Staff in Charge of Overseeing the Process for Policy Development and Implementation
- Staff in Charge of Compliance Programs and Risk Management
- Vice Presidents, Deans of Colleges and Schools Interested in Policy Development and Heads of Departments responsible for Policy Development and Implementation

Webinar Fees and Discounts

Regular Fee

200 USD

Early Bird
Registration Fee

175 USD

(Prior to 20th October 2024)



LIMITED SLOTS
AVAILABLE

- The registration fee for **4-hour webinar** is **200 USD**. An early bird discount of **175 USD** is available for those who complete their registration before the cut-off date of October 20th, 2024
- Upon registering online participants will receive an invoice with the payment options available.
- Group registration discounts ranging from 10 to 20% are available for groups of (5) and above.
- For online Individual Registration, **click here**.
- For online Group Registration, **click here**.
- Registration is only confirmed upon receiving the full registration fee and is based on a first come first served basis.
- Participants attending the full webinar will receive their certificate of attendance at the end of the webinar.

Webinar Facilitator

Dr. Narimane Hadj Hamou

Founder & CEO, CLICKS, UAE



Dr. Narimane is the Founder and the CEO of the Center of Learning Innovations and Customized Knowledge Solutions (CLICKS); an organization established in 2012 to support the advancement of higher education sector in the Arab Region and beyond via offering capacity building opportunities, training, consulting, mentoring and coaching. To date the Center, has trained over 11,000 members of the Higher Education Community from 32 countries including members of Governing Boards and those leading universities such as Presidents and Vice Presidents as well as faculty members and staff working in the core areas supported by the center.

Previously she was the Assistant Chancellor for Learning and Academic Development (Provost) at the Hamdan Bin Mohammed Smart University in Dubai, UAE where she has established and led the academic, research and eLearning vision of the first online University to be recognized and accredited by the Ministry of Higher Education and Scientific Research in the UAE.

She has assumed several other leadership roles including serving as a Dean for Students Affairs, a Dean for Learning and Teaching and a Director of e-Learning.

Drawing on more than 20 years of experience Dr. Hadj-Hamou expertise and professional background span areas such as technology integration and e-learning in higher education; teaching and learning, quality assurance and accreditation, strategy formulation and governance.

Dr. Hadj-Hamou has been a driving force in the promotion of online education and blended learning in the Region by leading many pioneering projects and initiatives since 2003. During the pandemic she has been instrumental working with ministries, universities' associations and higher education institutions to develop capacity among various stakeholders to transition from emergency remote teaching to more meaningful online learning experiences. She has trained over 3000 academics and academic administrators on a range of topics including policy and QA for online, designing for online learning, student assessment in online learning, engaging students and building learning communities, etc. She was also involved in reviewing the Saudi eLearning standards for accreditation.

Dr. Narimane was also the Founder and was the first elected President of the Middle East eLearning Association (MEeA) in 2009, led the establishment of the MENA Association of University Presidents and chairs the MENA Higher Education Leadership Forum since 2013. She has also launched global awards of excellence in higher education and many other initiatives to promote the ongoing dialogue among higher education leaders and decision makers.

Over the years she has delivered more than 120 keynote addresses and led numerous roundtables and panel discussions. She has also been active in publishing articles, book chapters, case studies, and was the founder and editor of the International Journal of Excellence in eLearning for several years.

Dr. Narimane consulted for various universities and colleges across the region in areas related to strategic planning, organizational re-design, quality assurance, program assessment, academic advising, teaching and learning, etc. She has also delivered more than 200 workshops and webinars over the last 10 years and is a highly sought facilitator and consultant.

In addition, Dr. Hadj-Hamou worked with multiple IGOs and NGOs such as UNESCO, the European Training Foundation and universities' associations (ArAU, AUF, AAU) and serves as an external reviewer for different accreditation agencies across the region and has chaired multiple programs and institutional reviews.

Dr. Hadj-Hamou was listed among the 200 most influential Arab Women by Forbes Magazine in 2014; have received the Arab Women Award for Education in 2016 and the Influential Education Leaders Award at the University of Cambridge in 2017.



Center for Learning Innovations &
Customized Knowledge Solutions

 www.cli-cks.com

 inquiries@cli-cks.com

 +971 43 487 445

 +971 58 807 7539