



**FACULTY OF CIVIL ENGINEERING (CONSTRUCTION)
AND INFRASTRUCTURE**

STAFF PROFESSIONAL DEVELOPEMNT PLAN
2024/2029

Pristina, 2023

PREFACE /INTRODUCTION/

The Faculty of Civil Engineering (Construction) and Infrastructure within the framework of the duties and responsibilities it has within the legal acts of the UBT, as well as in harmony with the provisions of Law No. 03/L-2012 of Labor and Article 20 of Law No. 04/L-161 on Safety and Health at Work has drawn up this plan for the professional development of the staff.

The Faculty of Civil Engineering (Construction)) and Infrastructure has shown and is showing its commitment to the development and advancement of academic staff, administrative staff and other support services through training and other forms (mobility) of raising and developing skills in order to achieve a high level of individual performance for each staff.

This professional development plan on the other hand aims to increase the degree of development in the staff career which returns as a general contribution to the development and advancement of the Faculty of Civil Engineering (Construction) and Infrastructure.

Staff support through such a plan provides opportunities for INI staff to achieve the objectives and goals in carrying out the tasks and responsibilities they have in the process of education, research, research and innovation.

Faculty of Civil Engineering (Construction) and Infrastructure in this staff development program, offers a wide range of trainings, seminars, workshops, etc., to increase the professional development of each staff (professor and assistant), as well as administrative staff and supportive.

In this academic year (2024-2029) Faculty of Civil Engineering (Construction) and Infrastructure offers a diversity of workshops etc., which will be held in the facilities of UBT- Faculty of Civil Engineering (Construction) and Infrastructure. The participation procedure is done through registration in the administrative services unit (human resources unit), while the topics, time of organization and holding of workshops, seminars, etc., is reflected in the following table

UNIVERSITY KNOWLEDGE AND SKILLS

| Themes | Data | Place | Professor |
|--|-------------|--------------|------------------------------|
| Report writing, report writing skills, E-malili. | 2024 | UBT | Ferid Selimi |
| E-registry | 2024 | UBT | Besnik Skenderi |
| Storage of documentation, Archiving. | 2024/2025 | UBT | Artan Tahiri |
| Interpersonal relations, communication, negotiations, conflict management. | 2024/2025 | UBT | Artan Tahiri |
| Content of presentations and Presentation Methods | 2024/2025 | UBT | Votim Hanoli |
| Excel, Power Point advanced. | 2024 | UBT | Besnik Skenderi |
| Risk management | 2024/2025 | UBT | Muhamet Ahmeti/Hazir Çadraku |
| E-Marketing | 2024 | UBT | Edmon Hajrizi |
| Administrative skills | 2024/2025 | UBT | Jorida Xhafa |
| Writing the minutes of the meeting (proceedings) | 2024/2025 | UBT | Jorida Xhafa |

LEADERS/SENIOR STAFF

| Themes | Data | Place | Professor |
|---|-------------|--------------|------------------|
| Leadership, Management and Motivation | 2024/2025 | UBT | UBT/ External |
| Planning and control | 2024/2025 | UBT | External |
| Performance Appraisal | 2024/2025 | UBT | External |
| Delegation of responsibilities | 2024/2025 | UBT | External |
| Budget planning, medium-term spending framework | 2024/2025 | UBT | UBT/External |
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ACADEMIC

| Themes | Data | Place | Professor |
|--|-------------|--------------|------------------|
| Online platform | 2024/2025 | UBT | UBT/External |
| Taxonomy Bloom | 2024/2025 | UBT | External |
| Using Turnitin | 2024 | UBT | External |
| Advanced software programs | 2024/2025 | UBT | External |
| Advanced scientific research methodologies | 2024 | UBT | UBT/External |