

FES Professional Training Program

FES Professional Training Program (PTP)

FES values high quality research and teaching, innovation, respect for colleagues and students, and hard work and integrity at the workplace. The purpose of this plan is to enhance professional growth, development and vitality, as workplace training programs help employees learn different skill sets to perform their daily tasks efficiently, improve overall performance, develop efficiency, and avoid violations of laws and regulations of the institute which leads to greater retention of employees and job satisfaction over time.

FES encourages the faculty/staff to attend wellness activities, professional development workshops and develop a framework to evaluate your research, teaching, and service activities based upon your individual needs and departmental/university criteria, and identify any specific activities that will enhance the skills needed to succeed in your current role. Everyone should:

Become familiar with department and university policy and procedures, including key dates and timelines, levels of approval, and specific criteria developed by the FES.

Complete a short course on the following topics after every two years.

Diversity and Inclusion Training

It's important to understand how to treat everyone with respect and empathy to form an inclusive culture that provides all team members with the opportunity to feel comfortable, valued, and accepted for who they are.

The following online courses can help in this regard:

Diversity, Equity, and Inclusion (DEI) playlist consisting of 9 short modules

Equity and Inclusion Lens

Introduction to Unconscious Bias

Address Your Unconscious Biases

Respect Ethnic & Racial Differences

Reduce the Harm of Microaggression in the Workplace

Conflict Resolution

It is to improve the interpersonal skills to calmly and respectfully handle conflicts that arise, so that disagreements are resolved before they escalate to serious issues.

Feedback Handling

Mental Health and Stress Management

It is to reduce any toxic stress and negativity in the workplace and improve overall job satisfaction. The following course addresses this topic:

Sexual Harassment

Digital Literacy

Protect Your Computer from Attack