

# Training Matrix for Academic Staff - Taskforce

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Subarna Sivapalan - Dr (ACAD/UTP)

Thu 22/10/2020 11:47 AM

To: Nurhayati Bt Mellon - AP Dr (CAE/UTP); Boniface Anak Banta (HRMA/UTP); M Redza B Badaruddin (CETaL/UTP); Noreen Izza Bt Arshad  
Cc: Hilmi B Mukhtar - Prof Ir Dr (ACADEMIC/UTP); {UTP\_Academic\_Chairs}; Balbir Singh Mahinder Singh - AP Dr (CFS/UTP); Rosdiazli B Ibra

## Dear Respected Colleagues

Prof Hilmi, AP Dr Yati, Boni and I had a meeting to discuss the training matrix for academic staff.

These are the key issues discussed:

1. The need to relook review the current training matrix, both academic (under Redza's care) and other training (under training schedule - By tiered, it is meant that modules will be categorised as Fundamental (basic), Intermediate and Advanced)
2. We will also need to systemize the training, whereby lecturers can keep tabs of the trainings they have attended, and the dashboard (a basic system, progressing later to SWITCH style)
3. Dashboard to go live by Jan 2022

## The Task:

1. To develop a revised tiered training matrix for academic staff
2. To develop the training dashboard

## The Way Forward:

1. A taskforce to be formed, advised by AP Dr Yati and I, and led jointly by Redza and Boni. Des Iskandar to act as Secretary
2. Taskforce members will be all T&L coordinators, HR personnel involved in training and ITMS personnel to develop system
3. Key stakeholders to be syndicated pre, during and post review– DVCA, Chairs, Deans, HR (En Zairee) and other relevant
4. Taskforce to have first meeting – Des to work with Redza and Boni to identify suitable day, and time. To also set up Working
5. At this first meeting, Redza and Boni to share present training matrix and the proposed project timeline for completion

Thank you all and we look forward to your commitment in seeing this important project through.

Best Wishes,

**DR SUBARNA SIVAPALAN**

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- AP Dr (ACAD/UTP) +12 others  
him - AP Ir Dr (CGS/UTP) +2 others

Boni's care), and propose a more structured and tiered  
advanced  
Chairs, CETaL and CAdEx can monitor the progress via

ariat  
tem (can emulate PETRONAS' system)  
nt stakeholders  
hatApp group for ease of communication  
on of the 2 tasks.