

STAFF SELF-DEVELOPMENT MANUAL AT FACULTY OF FINE AND APPLIED ARTS, SUAN SUNANDHA RAJABHAT UNIVERSITY

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ABSTRACT

This research on Staff Self-Development Manual aims to study on staff self-development, importance and procedures of staff development in various models in order to create Staff Self-Development Manual at Faculty of Applied and Fine Arts for gaining more efficient operations and improving knowledge and abilities to be consistent with policies and demands of the university. The research was conducted by studying on related documents and researches.

The results revealed that the concept of Staff Self-Development Manual at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University was based on Staff Development Policy of Suan Sunandha Rajabhat University that supported staff development in various formats in order to improve knowledge and abilities to be consistent with policies and demands of the university on academic and non-academic staffs. Therefore, the Faculty of Fine and Applied Arts established Staff Development Policy to promote and support staff's potential development in all levels through trainings and staff development with emphasis on providing knowledge, abilities, and skills while supporting staffs to cooperate in staff development and performing actions based on Staff Development Plan to be consistent with operations of Suan Sunandha Rajabhat University.

From such concept, the researcher realized on importance on staff development increasingly therefore Staff Development Manual at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, was created with Practices on Self-Development Report Process of Faculty of Fine and Applied Arts and Staff Self-Development Manual of Faculty of Fine and Applied Art for building understanding on staff self-development increasingly. It helped to provide acknowledgement on procedures while reducing complex procedures and process for rapid and correction operations. It was also developed as new practices and staffs in all levels obtained advancement in their profession with skills, knowledge, morality, and ethics for performing works.

Keywords: self-development, manual, staff

INTRODUCTION

Suan Sunandha Rajabhat University is a part of Suan Sunandha Palace that was considered as the royal court and the royal residence of King Chulalongkorn the Great (Rama V). It was established as "Sunandha Royal Garden" named after an Indra's garden on The Tavatimasa Heaven and the name of Somdej Phra Nang Chao Sunandha Kumareerat

Phra Borom Raj Devi. Suan Sunandha Rajabhat University applied the Philosophy of Sufficiency Economy (modesty, reasonability, and good self-esteem) to management to be operated in middle way under conditions on knowledge and morality. This philosophy is also considered as balance, stable, and sustainable development guideline that is prompt to deal with changes and modernized. The university realizes on importance of university's staff development to meet with duties and responsibilities as a government university under the mission to generate graduates with emphasis on knowledge transfer to local areas, teachers training, researches, academic services, arts and culture support. Staff development is considered as the key of organizational development because personnel factor or manpower is an important factor for indicating work achievement of every organization. It is also the major mechanism to drive operations under the university's major missions to meet with the strategy to develop the university as the specialist sustainably.

Therefore, Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, emphasizes on human resource as the most valuable resource of Faculty of Fine and Applied Arts because staffs impel missions and vision of Faculty of Fine and Applied Arts to be successful according to the objectives. Promoting staffs to have knowledge, abilities, and capacity that are consistent with the university's goals and strategies will enable the university to progress with consecutive development. Consequently, staffs will have higher level of capacity with abilities to perform works and generate beneficial works for the university and Thailand. Moreover, it is also considered as preparation of staffs' promptness to deal with and become leaders of all changes occurred at present time and in the future. As a result, Faculty of Fine and Applied Arts established Staff Development Plan of Faculty of Fine and Applied Arts to promote and support potential development of staffs in all levels through trainings and staff development with emphasis on providing knowledge, abilities, and skills while supporting staffs to cooperate in staff development and performing actions based on Staff Development Manual to be consistent with operations of Suan Sunandha Rajabhat University.

From the above information, the researcher had an idea to create Staff Self-Development at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University with Practices on Self-Development Report Process of Faculty of Fine and Applied Arts and Staff Self-Development Manual of Faculty of Fine and Applied Art for building understanding on staff self-development increasingly. It helped to provide acknowledgement on procedures while reducing complex procedures and process for rapid and correction operations. It was also developed as new practices and staffs in all levels obtained advancement in their profession with skills, knowledge, morality, and ethics for performing works.

OBJECTIVES

To create Staff Self-Development at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University

RESEARCH TOOL

Research tool of this research was interview form. Data were collected from interview in order to obtain in-depth data. There were 2 target groups including academic staffs and non-academic staffs with the total number of 25 samples. The researcher used questions that reflected performance, problems, obstacles, and factors affecting to success of operations. Moreover, this in-depth interview was in the form of conversation, asking questions, and interaction between the researcher and the informants.

RESULTS

Staffs had self-development and learning followed by evaluation, targeting, making friends, seeking for appropriate resources, self-diagnosis, patience, and effort, respectively. These factors were factor on job security, factor on working condition, factor on colleagues and operations, factor on communication, factor on nature of work, factor on work progress, and factor on returns from work. These factors made staffs have self-development in the highest level in all dimensions (Thammawat Wongcharoenyot, Charndet Charoenwiriyaikul, Waraporn Damrongkulsombut, and Saksit Pornrattanasrikul, 2022).

Self-development is improving self-abilities have not been developed yet because humans want to develop ourselves to be progressed and perceive our own potential. As a result, everyone must try to develop themselves for better performance. Staffs of Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, realize on importance of self-development as supported by Suan Sunandha Rajabhat University for driving all policies of the university to be achieved as defined by the objectives. This would promote staffs to have knowledge, abilities, and capacity to be consistent with goals and strategies of the university.

From studying on self-development of staffs in Suan Sunandha Rajabhat University, it was found that Suan Sunandha Rajabhat University had the policy on staff development and the university had supported staff development in various formats in order to enable them to perform their works more efficiently. The university supported and allocated funds for developing staffs in order to improve their knowledge and abilities to be consistent with policies and demands of the university for both academic and non-academic staffs under the following operations:

1. Staff Development Fund – This fund was managed in the form of Committee by performing operations under regulations and notifications of Staff Development Fund.
2. Allocation of Staff Development Budget: This budget was given to develop both academic and non-academic staffs based on their interests and consistency with their roles, duties, and responsible works.
3. The university provided trainings and development to staffs under operations of Personnel Training and Development Department, Human Resource Management Division.
4. The university or units sent staffs to participate in trainings with external organizations. Such development and trainings would be under budgets of original affiliations without involvement with allocation of staff development budget (Human Resource Management Division, Office of the President, Suan Sunandha Rajabhat University, 2021).

Therefore, Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, established Staff Development Policy of Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, as follows:

1. Promote and support potential development of staffs in all levels thoroughly, consecutively, and appropriately in order to improve their capacity, building consciousness and attitude of staffs to be adjustable to desired direction appropriately with morality and ethics.

2. Promote and provide staff trainings and development with emphasis on providing knowledge, abilities, skills, values, morality, and correct attitude that could be applied to operations of assignments for progress of the university.

3. Promote and support staffs to cooperate in developing staffs consecutively in order to build organizational culture leading to innovations or good practices.

4. Promote and support operations under Staff Development Plan to be consistent with operations of Suan Sunandha Rajabhat University (Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, 2021).

From collecting data obtained from interview for obtaining in-depth data, there were 2 target groups including academic staffs and non-academic staffs with the total number of 25 samples. The researcher used questions that reflected performance, problems, obstacles, and factors affecting to success of operations. It was found that some staffs did not acknowledge on importance and clear procedures of operations therefore there should be examples or models of future operations in order to reduce complex process for rapid and correction operations. It was also developed as new practices and staffs in all levels obtained advancement in their profession with skills, knowledge, morality, and ethics for performing works.

CONCLUSION

This creation of Staff Self-Development Manual at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, obtained the idea from Staff Development Policy of Suan Sunandha Rajabhat University that supported staff development in various formats in order to improve knowledge and abilities to be consistent with policies and demands of the university on academic and non-academic staffs.

Therefore, the Faculty of Fine and Applied Arts established Staff Development Policy to promote and support staff's potential development in all levels through trainings and staff development with emphasis on providing knowledge, abilities, and skills while supporting staffs to cooperate in staff development and performing actions based on Staff Development Plan to be consistent with operations of Suan Sunandha Rajabhat University. From such concept, the researcher realized on importance of staff development increasingly.

As a result, the researcher created Staff Self-Development Manual at Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, and obtained Practices on Self-Development Report Process of Faculty of Fine and Applied Arts and Staff Self-Development Manual of Faculty of Fine and Applied Art for building understanding on staff self-development increasingly. It helped to provide acknowledgement on procedures while reducing complex procedures and process for rapid and correction operations. It was also

developed as new practices and staffs in all levels obtained advancement in their profession with skills, knowledge, morality, and ethics for performing works.

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