



Training Course Information Form

Course Information

Course Name: Development of Training Manager Skills

Institute/Centre: Port Training Institute **Course Code:** M09

Type: Program Course Workshop

Course Duration: 5 Days 3 Days 1 Days Other

Course Conducted: Local International **Indicate:** A.R.E

Course Venue: Anywhere

Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. Raining concept - the principles and objectives – fields.
2. Scientific basis and steps to identify training needs.
3. How to design program and preparation of the scientific content.
4. Basis of preparation of training plan and rules specified.
5. Follow-up and design of training and measuring the return.

Course Objectives:

- Development Gentlemen participants' skills to increase their ability to manage the integrated system of training activity.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: None

Who Should Attend:

- Specialists, department heads and department managers and general managers in units of human resources of various organizations

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- High

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Registration:

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:

Registration Form

ID/Passport Copy

Photo