



Training Course Information Form

Course Information

Course Name:	Job Analysis, Description and Assessment			
Institute/Centre:	Port Training Institute	Course Code:	M21	
Type:	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Course	<input type="checkbox"/> Workshop	
Course Duration:	<input checked="" type="checkbox"/> 5 Days	<input type="checkbox"/> 3 Days	<input type="checkbox"/> 1 Days	<input type="checkbox"/> Other
Course Conducted:	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> International	Indicate: A.R.E	
Course Venue:	Anywhere			
Course Language:	<input type="checkbox"/> English	<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> Both	<input type="checkbox"/> Other

Course Description

Course Outlines:

1. What the organization and founded and principles.
2. Development techniques and the formation of organizational structures.
3. Scientific basis for the analysis and job description.
4. Cards prepared job description.
5. Skills to overcome the problems of characterization process.

Course Objectives:

- Developing the skills of participants to increase their abilities in job design and build their knowledge of organizational structures with the principles of order and evaluation functions.

Course Includes:	<input checked="" type="checkbox"/> Theoretical	<input type="checkbox"/> Fire Training Module	<input type="checkbox"/> Laboratory
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Site Visit	

Course Prerequisites: Develop the skills of managers departments

Who Should Attend: Distinguished specialists and heads of departments and department managers and general managers in the units of the human resources of various organizations.

No. of Participants/Course:	<input checked="" type="checkbox"/> 5-10	<input type="checkbox"/> 10-15	<input type="checkbox"/> 15-20	<input type="checkbox"/> Other
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Qualifications of Participants:

- Collage Certificates

No. of Lecturer:	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 5
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No. of Assistance:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
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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