



Training Course Information Form

Course Information

Course Name:	TOT			
Institute/Centre:	Port Training Institute	Course Code:	M47	
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. The concept, importance, objectives and advantages of training, program design and scientific content.
2. Training methods and factors.
3. Different types of trainers and trainees and how to deal with them.
4. Presentation skills and presentation and management of the training session.
5. Discuss the contents of the training package.

Course Objectives:

- Preparation of cadres with the scientific background and practical experience to work as trainers in different areas of work with the acquisition of skills and experiences that enable them to transfer, communicate and exchange information, knowledge and skills to others methods and methods of training appropriate.

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: None

Who Should Attend: Gentlemen who hold administrative and technical positions, and the rank or level is not less than the second

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:

- University Degree at least

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