Arab Academy for Science, Technology and Maritime Transport
Port Training Institute

Training Course Information Form

Course Information		
Course Name:	The Management of Change	
Institute/Centre:	Port Training Institute	**Course Code:** M56
Type:	√ Program ❑ Course	❑ Workshop
Course Duration:	√5 Days ❑ 3 Days	❑ 1 Days ❑ Other
Course Conducted: **Course Venue:**	√Local Anywhere ❑International	Indicate: A.R.E
Course Language:	❑ English ❑ Arabic	√ Both ❑ Other

Course Description

Course Outlines:
1. Development and administrative excellence.
2. What are the change and its strategies and types.
3. Internal and external causes of change.
4. Resistance to change and its forms.
5. The stages of the change process and ways to reduce its resistance.

Course Objectives:
- The program aims to develop the knowledge and skills of the participants in the field of change management and development so that they become agents of change. The program also aims to change the participants' attitudes towards the importance of change and how to apply it and understand its different stages.

Course Includes: √ Theoretical ❑ Fire Training Module ❑ Laboratory
❑ Workshop ❑ Site Visit

Course Prerequisites: Not Required

Who Should Attend: Directors of departments and general managers of different administrative units

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

Qualifications of Participants:
- Bachelor Degree

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