



## Training Course Information Form

### Course Information

**Course Name:** Measurement and Analysis for Return of Training

**Institute/Centre:** Port Training Institute      **Course Code:** M74

**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. Training / objectives / importance / stages / principles / identification of training needs.
2. Stages of evaluation of the training process.
3. The concept of measuring return on training.
4. Accounting for human resources / return on investment in human resources.
5. Ideas and practices that contribute to reducing losses and exhaustion in the training process and guidelines for evaluation tools.

#### Course Objectives:

- To develop the skills and expertise of the training personnel by providing them with the basis of analyzing and measuring the return on training and investing in human resources and designing the survey forms necessary for measuring it and the methods and theories used in measuring it.

**Course Includes:**  Theoretical     Fire Training Module     Laboratory  
 Workshop     Site Visit

**Course Prerequisites:** Training Officers

**Who Should Attend:** Training and Human Resources

**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