



Training Course Information Form

Course Information

Course Name: The Port Supervisor: Organizational Status
Institute/Centre: Port Training Institute **Course Code:** S.1.1
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. Introduction; the meaning of an organization. and how the term applies to a port
2. The functions of a port and the bodies responsible; ownership and administrative framework
3. Organizational structure and its implications; organizational charts; job descriptions
4. Organizational authority; delegation of authority; authority relationships
5. Authority levels and span of control
6. Communication channels within the organization
7. Setting organizational, departmental and individual targets; performance measurement
8. Company rules and regulations, procedures and manuals
9. Human resource development plans and systems

Course Objectives:

This Unit is designed:

- To explain the nature of an organization, illustrated by reference to ports, their functions, ownership and administration.
- To discuss the need for a sound organizational structure, describe how organizational structure is represented and discuss what that representation implies in terms of functional units.
- To distinguish between authority, responsibility and accountability, and to describe their various organizational implications.
- To discuss the role of the supervisor in company communication systems, objectives, rules and regulations, the manpower development system and other organizational issues.

Course includes: Theoretical Fire training module Laboratory
 Workshop Site Visit

Course Prerequisites: Before starting this Unit, the trainees should have completed successfully the following Units (or equivalent units for general cargo berths or bulk terminals):

Container terminal operations (C.1.1)

The container terminal and international trade (C.6.1)

Who should attend: All Workers in the Container Terminal

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

Qualifications of Participants:

- Average as a Minimum

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 Training

Registration: Institute Online Other

Beside gate No. 27 - outside
customs area, Alexandria Port

Documents required: Registration form ID/Passport copy Photo