Course Information

Course Name: **Port Supervisor: Tasks and Duties**

Institute/Centre: **Port Training Institute** **Course Code:** S.1.2

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. The role of supervision in serving the organization's objectives
2. Preparing the work-group's tasks for the work period
3. Setting the work-group to work
4. Supervisory tasks in controlling work
5. Maintaining work-group output and productivity; incentive schemes
6. Maintaining the output quality of the work-group; total quality management
7. The safety, health and welfare of the work-group
8. Human resource development- recruitment, selection, induction, training and staff

Course Objectives:
This Unit is designed:
- To review the main responsibilities and duties assigned to a supervisor with respect to preparing the work-group for work, setting them to work and controlling their activities during the work.
- To discuss the supervisor's duties in maintaining the work-group's productivity and performance quality.
- To describe and discuss the role of the supervisor in maintaining the safety, health and welfare of the work-group.
- To discuss the duties of the supervisor with regard to human resource development.
- To improve the supervisor's ability to carry out his/her work-group management tasks.

Course includes: √ Theoretical ❑Fire training module ❑Laboratory
❑Workshop ❑Site Visit

Course Prerequisites: Before starting this Unit, the trainees should have studied the following Units or will have demonstrated (for example by successfully completing the Tests for those Units) their understanding of the topics covered by them:
Container terminal operations (C.1.1) or its equivalent for break-bulk berths or bulk terminals
The port supervisor: organizational status (S.1.1)
Safe working on container terminals (C.4.1) or its equivalent

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