



Training Course Information Form

Course Information

Course Name: Google Meet (C66)

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

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. Understanding the Program's Features and Control Elements:
2. Requirements for Using Google Meet and How to Use It:
3. Using Google Meet for Holding Meetings:

Course Objectives:

- Introducing trainees to how to interact with online Google meet software.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: • All Departments

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

Qualifications of Participants:

- At least Average: Intermediate Degree
- Courses: Computer Operating System-Windows

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) Presentation Oral Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Training Institute

Registration:

Beside Gate No. 27 - Outside

Customs Area, Alexandria

Port

Online

Other

Documents Required:

Registration Form

ID/Passport
Copy

Photo