



## Training Course Information Form

### Course Information

|                          |  |  |  |                                |
|--------------------------|--|--|--|--------------------------------|
| <b>Course Name:</b>      | Measuring Individual, Management, and Organizational Productivity(M94) |  |  |                                |
| <b>Institute/Centre:</b> | Port Training Institute  | <b>Course Code:</b>                    |  |                                |
| <b>Type:</b>             | <input checked="" type="checkbox"/> Program                            | <input type="checkbox"/> Course        | <input type="checkbox"/> Workshop        |                                |
| <b>Course Duration:</b>  | <input checked="" type="checkbox"/> 5 Days                             | <input type="checkbox"/> 3 Days        | <input type="checkbox"/> 1 Days          | <input type="checkbox"/> Other |
| <b>Course Conducted:</b> | <input checked="" type="checkbox"/> Local                              | <input type="checkbox"/> International | Indicate: A.R.E                          |                                |
| <b>Course Venue:</b>     | Anywhere   |  |  |                                |
| <b>Course Language:</b>  | <input type="checkbox"/> English                                       | <input type="checkbox"/> Arabic        | <input checked="" type="checkbox"/> Both | <input type="checkbox"/> Other |

### Course Description

#### Course Outlines

1. The Concept of Productivity, its Importance, and its Levels.
2. Methods of Measuring Productivity and their Purpose (Top 8 Accurate Methods for Measuring Employee Productivity).
3. Different Elements Involved in Productivity Formation.
4. Strategies for Increasing Productivity in Units and Enhancing Work Quality.
5. Performance Indicators, Approaches to Developing Performance Indicators, and Challenges and Issues in Measurement.
- 6.

#### Course Objectives:

- Providing participants with modern methods and systems for recognizing productivity and its levels.
- Using the best approaches to measure individual, managerial, and institutional productivity.

|                         |   |   |                                     |
|-------------------------|---|---|-------------------------------------|
| <b>Course Includes:</b> | <input checked="" type="checkbox"/> Theoretical | <input type="checkbox"/> Fire Training Module | <input type="checkbox"/> Laboratory |
|                         | <input type="checkbox"/> Workshop               | <input type="checkbox"/> Site Visit           |                                     |

**Course Prerequisites:** Not Required

**Who Should Attend:** Departments: Managers, department heads, units, and specialists whose roles are related to measuring individual or work productivity, and those responsible for development.

|                                    |  |                                |                                |                                |
|------------------------------------|--|--------------------------------|--------------------------------|--------------------------------|
| <b>No. of Participants/Course:</b> | <input checked="" type="checkbox"/> 5-10 | <input type="checkbox"/> 10-15 | <input type="checkbox"/> 15-20 | <input type="checkbox"/> Other |
|------------------------------------|--|--------------------------------|--------------------------------|--------------------------------|

#### Qualifications of Participants:

- At least Average: University 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)     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