



Training Course Information Form

Course Information

Course Name: Middle Management Directors

Institute/Centre: Port Training Institute **Course Code:** M04

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. Jobs Director & contemporary variables and its effect his job.
2. Personnel policies under the new labor laws.
3. Motivation and stimulation.
4. Monitoring and follow-up and evaluation of performance.
5. Teamwork skills ,
6. Meetings management skills.
7. Training and foundations to identify training needs.
8. Elements of social insurance laws.
9. Management information systems and their role in supporting the administrative work.
10. Quality Circles as an introduction to TQM.

Course Objectives:

- Provide participants with a range of modern knowledge in both administrative and behavioral aspects as well as the development of supervisory skills to assume the functions of departmental managers

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Laboratory Management Supervisory / Preparation for the posts of department heads

Who Should Attend: Heads of administrative and technical units and heads of departments and who qualifies for the post of director of administration

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

Qualifications of Participants:

- Middle or 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