



Training Course Information Form

Course Information

Course Name: The Port Supervisor: Personal Attributes

Institute/Centre: Port Training Institute **Course Code:** S.1.4

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 : supervisory knowledge, understanding and skills
2. The nature of leadership; leaders and followers; informal and formal leaders
3. Leadership styles and how to select the most appropriate style
4. Leadership authority and its sources
5. Work-group motivation and the supervisor's scope to apply it
6. The interpersonal skills required by a good supervisor
7. The desirable personal qualities of a supervisor.

Course Objectives:

This Unit is designed:

- To identify and explain the nature, styles and sources of leadership.
- To consider how a supervisor can motivate the work-group to perform better.
- To review the nature of interpersonal skills and assess their significance to a supervisor.
- To discuss the personal qualities required of an effective supervisor.
- To encourage supervisors to recognize their personal attributes and enhance those that make supervision more effective.

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 bulk terminals or break-bulk berths

The port supervisor: organizational status (S.1.1)

The port supervisor: tasks and duties (S.1.2)

The port supervisor: supervisory skills (S.1.3)

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