



Training Course Information Form

Course Information

Course Name:	Comprehensive Qualification for Capacity Building and Human Capital Investment (M92))		
Institute/Centre:	Port Training Institute	Course Code:	
Type:	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Course	<input type="checkbox"/> Workshop
Course Duration:	<input checked="" type="checkbox"/> 5 Days	<input type="checkbox"/> 3 Days	<input type="checkbox"/> 1 Days <input type="checkbox"/> Other
Course Conducted:	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> International	Indicate: A.R.E
Course Venue:	Anywhere		
Course Language:	<input type="checkbox"/> English	<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> Both <input type="checkbox"/> Other

Course Description

Course Outlines

1. Successful Personal Traits and Basic Principles of Self-Development, and Developing Skills in Creative and Innovative Thinking.
2. Effective Communication Skills and Interaction Styles.
3. Time Management and Handling Work Pressure.
4. Managerial Roles and Organizational Principles.
5. Government and Private Sector Employee Laws and Regulations
- 6.

Course Objectives:

- Developing participants' managerial and behavioral skills by acquainting them with successful personal traits, fundamental principles for self-improvement, enhancing creativity and innovation skills, understanding effective time management and stress control, as well as recognizing civil liberties laws and employment regulations

Course Includes:	<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: Heads of Departments, Directors of managements, and those at their level.

No. of Participants/Course: 5-10 10-15 15-20 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) Oral Presentation 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