



## Training Course Information Form

### Course Information

**Course Name:** Regulation & Procedures for Ports Administration  
**Institute/Centre:** Port Training Institute **Course Code:** L54  
**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. Leadership concepts and responsibility with in the ports organizational tools.
2. Workflow rules and responsibility in the of handling operation.
3. Responsibility and the various risks according to port procedures.
4. Workers rights and duties, according to the requirements of port operations .
5. Leadership concepts and responsibility with in the ports organizational tools.
6. Workflow rules and responsibility in the of handling operation.

#### Course Objectives:

- Integrate organizational and managerial concepts work procedures in ports and how to determine the responsibilities and risks according to port procedures guide.

**Course Includes:**  Theoretical  Fire Training Module  Laboratory  
 Workshop  Site Visit

**Course Prerequisites:** None

**Who Should Attend:** All port workers and middle management

**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

**Registration:**

Training Institute

Online

Other

Beside gate No. 27 - Outside

Customs area, Alexandria Port

**Documents Required:**

Registration form

ID/Passport Copy

Photo