



Training Course Information Form

Course Information

Course Name: Human Resources Management

Institute/Centre: Port Training Institute **Course Code:** M14

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. Modern concepts of human resource management.
2. Methods of manpower planning.
3. Methods of preparing the job description cards.
4. Methods of preparing the budgets of employment.
5. Performance evaluation.
6. Performance assessment methods in the service departments.
7. Promotion systems and standards.
8. Transfer, delegation, vacations of all kinds.
9. Systems of remuneration, allowances and incentives and methods of calculation.
10. Adjustments to employees, termination and separation.
11. How to estimate the benefits of tax on wages.
12. Estimate the social security wage - health care.
13. Investigation and disciplinary procedures and disciplinary sanctions lifted.

Course Objectives:

- Provide participants with the concepts of modern human resource management and linked to the methods used in government bodies and companies, the business sector.
- Identify the most important problems of application and how to overcome them and review the implications

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Individual - social and health care - insurance - issues and complaints

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

Qualifications of Participants:

- High collage Certificates

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