



Training Course Information Form

Course Information

Course Name: HR Regulation
Institute/Centre: Port Training Institute **Course Code:** M39
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. Definition of law of employees in the government and public sector.
2. Reset to Article 25 of the amended by Law No. 18
3. Procedures to move into jobs (transfer - scar – seconded).
4. Procedures of holidays.
5. Duties and acts banned on the workers and discipline system.
6. Calculate the financial rights of action during the service - wages and bonuses.
7. Calculate the financial rights procedures after service (distribution of pension - additional rights - work injury insurance.
8. Procedures used in termination.

Course Objectives:

- Preparation of cadres by the office units of Personnel realization of the development of their knowledge and abilities in various areas of work that is specific to these units.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: None

Who Should Attend: The Departments and Sections of Personnel and Individuals

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

Qualifications of Participants:

Average at Least

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