



Training Course Information Form

Course Information

Course Name: Time Management and Work Stress Control

Institute/Centre: Port Training Institute **Course Code:** M55

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. The concept of time and its importance.
2. Strategic management of time.
3. Conceptual pressures / sources.
4. psychological and behavioral aspects of the pressures and its effects.
5. Methods of prevention and control of pressures.

Course Objectives:

- Developing the skills of the administrative and technical staff in planning, organizing, directing and investing time in the best possible manner, and providing them with the necessary methods and skills to manage time efficiently and effectively, as well as to identify the pressures and how to control them.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Preparation for the posts of department heads

Who Should Attend: Workers in different departments with different functions

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

Qualifications of Participants:

- High / Bachelor of Law and Equivalent

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