



Training Course Information Form

Course Information

Course Name:	Development of Managerial Skills and Capabilities		
Institute/Centre:	Port Training Institute	Course Code:	M78
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. Introduction to the concept of modern management and administrative process.
2. Leadership skills and leader styles.
3. Team building and teamwork management.
4. Develop effective communication skills and teamwork management.
5. Diagnose and solve problems and make decisions.

Course Objectives:

- Developing managerial and behavioral skills, leadership and supervision skills, and recognizing the importance of the work teams and their leading role in excellence and in teamwork, as well as developing communication skills and skills in dealing with different types of clients and developing skills of diagnosis and problem solving.

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: Supervisors at Different Levels

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

Qualifications of Participants:

- Bachelor 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

Registration:

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:

Registration Form

ID/Passport Copy

Photo