



Training Course Information Form

Course Information

Course Name: Project Management (Top Management)
Institute/Centre: Port Training Institute **Course Code:** T 84
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. Main concepts of project management
2. Develop project time schedules

Course Objectives:

- The trainee will be able to:
 - know the main concepts of project management.
 - Know the ways to develop project time schedules.

Course Includes: ☒ Theoretical ☐ Fire Training Module ☐ Laboratory
☐ Workshop ☐ Site Visit

Course Prerequisites: None

Who Should Attend: All sections and department

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

Qualifications of Participants:

- University degree / managers and heads of departments

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