



## Training Course Information Form

### Course Information

**Course Name:** Port Supervisor: Organizational Status

**Institute/Centre:** Port Training Institute      **Course Code:** PDP22

**Type:**       Program       Course       Workshop

**Course Duration:**       5 days       3 days       1 days       Other: --

**Course Conducted:**       Local       International  
Indicate: -----

**Course Venue:**      **Anywhere**

**Course Language:**       English       Arabic       Both       Other: -----

### Course Description

#### Course Outlines:

- Introduction; the meaning of an organization. and how the term applies to a port
- The functions of a port and the bodies responsible; ownership and administrative framework
- Organizational structure and its implications; organizational charts; job descriptions
- Organizational authority; delegation of authority; authority relationships
- Authority levels and span of control
- Communication channels within the organization
- Setting organizational, departmental and individual targets; performance measurement
- Company rules and regulations, procedures and manuals
- Human resource development plans and systems

#### Course Objectives:

- This Unit is designed:
  1. To explain the nature of an organization, illustrated by reference to ports, their functions, ownership and administration.
  2. To discuss the need for a sound organizational structure, describe how organizational structure is represented and discuss what that representation implies in terms of functional units.
  3. To distinguish between authority, responsibility and accountability, and to describe their various organizational implications.
  4. implications.
  5. To discuss the role of the supervisor in company communication systems, objectives, rules and regulations, the manpower development system and other organizational issues.

#### Learning outcomes:

**Course includes:**  Theoretical       fire training module       Laboratory       Workshop  
 Site Visit

**Course Prerequisites:** Before starting this Unit, the trainees should have completed successfully the following Units (or equivalent units for general cargo berths or bulk terminals):

Container terminal operations (C.1.1)

The container terminal and international trade (C.6.1)

#### Who should attend:

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**Course References:**

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

**Qualifications of Participants:**

**No. of Lecturer:**             1                       2                       5

**No. of Assistance:**         1                       2                       3

***Course Facilities***

White Board     V. Projector     Data show             PC                       Manual             Handouts  
 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***

**Registration:**                       AAST Admission Registration                       Online                       Other: -----

**Documents**

**required:**

Registration form     ID/Passport copy             Photo