



Training Course Information Form

Course Information

Course Name: Port Supervisor: Tasks and Duties

Institute/Centre: Port Training Institute **Course Code:** PDP23

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:

- The role of supervision in serving the organization's objectives
- Preparing the work-group's tasks for the work period
- Setting the work-group to work
- Supervisory tasks in controlling work
- Maintaining work-group output and productivity; incentive schemes
- Maintaining the output quality of the work-group; total quality management
- The safety, health and welfare of the work-group
- Human resource development— recruitment, selection, induction, training and staff

Course Objectives:

- This Unit is designed:
 1. To review the main responsibilities and duties assigned to a supervisor with respect to preparing the work-group for work, setting them to work and controlling their activities during the work.
 2. To discuss the supervisor's duties in maintaining the work-group's productivity and performance quality.
 3. To describe and discuss the role of the supervisor in maintaining the safety, health and welfare of the work-group.
 4. To discuss the duties of the supervisor with regard to human resource development.
 5. To improve the supervisor's ability to carry out his/her work-group management tasks.

Learning outcomes:

Course includes: Theoretical fire training module Laboratory Workshop
 Site Visit

Course Prerequisites: Before starting this Unit, the trainees should have studied the following Units or will have demonstrated (for example by successfully completing the Tests for those Units) their understanding of the topics covered by them:

Container terminal operations (C.1.1) or its equivalent for break-bulk berths or bulk terminals

The port supervisor: organizational status (S.1.1)

Safe working on container terminals (C.4.1) or its equivalent

Who should attend:
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