



Training Course Information Form

Course Information

Course Name: Port Supervisor: Supervisory Skills

Institute/Centre: Port Training Institute **Course Code:** PDP24

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 nature and scope of supervisory skills
- Problem solving and decision making
- The skill of time management
- Communication skills for the supervisor
- Discipline and the disciplinary procedure
- Grievances and the grievance procedure
- Managing change

Course Objectives:

- This Unit is designed:
 1. To explain the supervisor's need for problem-solving and time-management skills, and the nature of those skills.
 2. To discuss the nature and importance of the communication skills necessary for supervisors.
 3. To describe the principles underlying disciplinary and grievance procedures.
 4. To discuss the role of the supervisor in managing change within the organization.
 5. To improve supervisors' skills in problem solving, communication, and the handling of disciplinary, grievance and change issues.

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 an equivalent Unit for bulk terminals or break-bulk berths
The port supervisor: organizational status (S.1.1)
The port supervisor: tasks and duties (S.1.2)

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