KISR
معهد الكويت للأبحاث العلمية
KUWAIT INSTITUTE FOR SCIENTIFIC RESEARCH

خطة البرامج التدريبية

Training Program Plan

Human Resources Division
Manpower Development Department

2020/2019

KISR
معهد الكويت للأبحاث العلمية
KUWAIT INSTITUTE FOR SCIENTIFIC RESEARCH

In-house
Training Programs Plan

خطة البرامج التدريبية

2019/2020

Human Resources Division
Manpower Development Department

Prepared by:

Ebtesam Sanam

Samah Al-Hajeri

Abdullah AL- Nassar

Introduction

Kuwait Institute for Scientific Research (KISR) is aware of the importance and effectiveness of training, which contributes to the development of society by providing up-to-date information in all vital areas.

This document provides information on the in-house training courses in scientific/technical, computer and management areas approved for the fiscal year 2020/2019. These courses were selected and reviewed to ensure that they meet the stated objectives. Highly competent experts from KISR, Kuwait, and other countries are hired to conduct the courses in view of the advances in all areas.

Some of the courses are tailor-made for KISR staff (indicated by an asterisk). All other courses (prestige courses) have been offered to external participants from organizations in Kuwait, the GCC, and other countries in the region.

We hope that this booklet will assist you in choosing the most appropriate courses for your staff and subordinates.

Your suggestions and comments are greatly appreciated.

Kuwait institute for scientific research
Human Recourses Division
Manpower Development Department
Training Section

Contact us for further information

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KISR's webpage: www.kisr.edu.kw

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Scientific Programs

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Graphical User Interface Application by MATLAB

PURPOSE:
The main aim of the course is to introduce participants to the basic developments, knowledge and practices in various seawater desalination technologies with emphasis on thermal and membrane technologies.

OBJECTIVES:
At the end of the course, participants will be able to:

- Please use behavioural verbs
- The participant will be able to use MATLAB for manipulating data mathematically and solving some programming problems by using the GUI scripts.

INSTRUCTOR(S):
Eng. Shaker Ebrahim (KISR)

LOCATION: Petroleum Research Center (PRC), Al Ahmadi.

PARTICIPANTS:
(People who are expected to attend the course and their minimum academic qualifications).

PREREQUISITES:
(Prerequisites of the course participants, if any).

DATE & DURATION:
8-12 September 2019 - (5) Days
9:00 am – 1:00 pm

FEES: KD250/participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah N. Al Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Sampling, processing, light microscopy, identification and taxonomy of marine filamentous blue green algae

PURPOSE:
The main aim of the course is to introduce the participants an overview of the phytoplankton communities with emphasis on marine blue green algae, different substrata of filamentous blue green algae and method of processing and preparation of the sample for analysis. Different subjects will be discussed collection of the samples, preparation of the processed sample, weights and volumes to be measured, examination of the sample, qualitative and quantitative analysis, diversity and taxonomy of the filamentous blue green algae.

OBJECTIVES:
- At the end of the course, participants will be able to: location, importance and relation to the phytoplankton species in the marine environment.
- Sampling of marine filamentous blue green algae from the subtidal and intertidal areas with different substrata.
- Processing of the collected samples from the subtidal and intertidal (different substrata) areas.
- Examination of the collected samples for quantitative and qualitative analysis.
- Data entry and calculation for qualitative and quantitative abundances.
- Light microscopy of the marine filamentous blue green algae for identification and taxonomy.
- Identification of the toxic filamentous blue green algae with their impact on the marine environment.
- Knowledge of the methodology of culture of one to two species of marine filamentous blue green algae.

INSTRUCTOR:
Covering all knowledge on filamentous blue green algae, their
Prof. Dr. Amany Ismael - Mrs. Wafa'a Al-Rashed

LOCATION: KISR, Salmiya.

PARTICIPANTS: Scientists, researchers and university students.

PREREQUISITES:
B.Sc. in Biology and interest in biodiversity of marine filamentous blue green algae.

DATE & DURATION: 15-19 September 2019 - Five days - 9:00-2:00

FEES: KD 300/participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K .Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

Inland Shrimp Culture Technology and Management

PURPOSE:

- To support the participants with the required knowledge and basic information about inland shrimp farming and health management.
- To provide the participants with the screening and diagnostic procedures for shrimp disease.

OBJECTIVES:

At the end of the course, participants will be able to:

- Determine the suitable shrimp species
- Maintain daily routine farm management
- Manage feeding and nutritional requirements of shrimp
- Diagnose shrimp diseases
- Check water quality and parameters
- Manage biosecurity

INSTRUCTOR(S):

Dr. Sherain Al-Subiai (KISR)
Dr. In Kwon Jang (KISR)
Dr. Sun-Hye Bae (KISR)
Ms. Hadeel Almansouri (KISR)
LOCATION:
Ecosystem-Based Management of Marine Resources, Salmiya, Kuwait.
PARTICIPANTS:
People interested in shrimp disease inspection or farm biosecurity.

PREREQUISITES:

Minimum education is diploma or BSc in Science.

DATE & DURATION:

29 September-31 October 2019 (10 days)

FEES:

KD 350/participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Creating KISR Reports Using KISR's New Guidelines

PURPOSE:
The aim of the course is to familiarize the participants with the new editing guidelines for creating reports of KISR. The course will include explanations and writing exercises of different aspects of the new Guidelines for Technical Reports of KISR, which is based on The ACS Style Guide, 3rd ed.

OBJECTIVES:
At the end of the course, participants will be able to:
- Understand the rules and formatting styles in the KISR Guidelines for Technical Reports
- Create reports based on the new KISR Guidelines for Technical Reports

INSTRUCTOR(S):
Ms. Sharon Joseph Paul - KISR

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
- Researchers
- Research Assistants
- Administrative staff who work on reports

PREREQUISITES
- English language
- Knowledge of MS Word

DATE & DURATION:
1-3 October 2019
9:00 a.m. to 1:00 p.m.

FEES:
KD 150 participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

RefWorks

PURPOSE:
The main aim of this course is to introduce the participants to create, organize, and manage references when writing paper/articles. Create your own database that can be accessible and manageable online from any browser.

OBJECTIVES:
At the end of the course, participants will be able to:

- Create personal RefWorks database
- Create, organize and manage references
- Insert citations in research paper
- Build a bibliography in different writing styles
- Import references from diverse information resources
- Share references
- Immediate access to new research and applications in the field of interest

INSTRUCTOR:
Ms. Fawzia Al-Buloushi (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers and Professionals

PREREQUISITES:
Good knowledge of MS-Windows

DATE & DURATION:
13-15 October 2019 - (3 days)
9:00am – 1:00pm

FEES:
KD 50/ participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Yousef
Tel. (direct) 24956748
nmaswadeh@kisr.edu.kw

16s RRNA Gene Sequencing for Bacterial Identification

PURPOSE:
Participants will gain knowledge and information about the entire gene sequencing workflow. Hands on experience will be provided for the following:

- 16s gene sequencing PCR
- Setting up the experiment in the ABI-3500 Genetic Analyzer
- Retrieving and Processing post-sequencing data
- Sequence analysis through online software's such as RDP and BioNumerics
- Construction of dendograms and phylogenetic trees

OBJECTIVES:
At the end of the course, participants will be able to:

Complete 16s gene sequencing experiment using the ABI Genetic Analyzer

- Quality assessment of the fasta sequences obtained through the system
- Identification, sequence matching, comparing and reporting of bacterial strains of interest using RDP and BioNumerics softwares.

INSTRUCTOR(S):
Dr. Nazima Habibi (ELSRC) - Dr. Fadilah Al Salameen (ELSRC)

LOCATION:
Human Resources & Conferences Center , KISR (Shwaikh)

PARTICIPANTS:
Researchers, Scientists, professionals and support staff from KISR who are interested in gaining knowledge on the advanced methods of bacterial identification through molecular methods are expected to enroll for this course.

PREREQUISITES:
B.Sc., M. Sc., Ph.D. in any field of biological, environmental or medical science.

DATE & DURATION:
13-17, October, 2019 - Five (5) days **-** 9:00 am-2:00 pm

FEES:
KD250/participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON: For further information, please contact the Training Section through:
Ms. Ebtesam Sanam
Tel (direct): (+965) 24986516
esenam@kisr.edu.kw

Principles of Polymer Science and Engineering

PURPOSE:
This course is designed to provide a fundamental knowledge and principle of polymer science and engineering. The course is intended to deliver to the participants introduction to polymer science, polymer synthesis, polymer degradation and the environment, polymer modifiers & additives, blends and composites, polymer processing and polymer characterization techniques. The current technologies in these areas will be described and presented.

OBJECTIVES:
- At the end of the course, participants will be able to:
- To have fundamental knowledge in polymer engineering and science, polymer synthesis and modifiers and additives
- To gain full understanding of different polymer processing techniques, and related characterization methods with comprehensive laboratory demonstration
- To have a full understanding of current plastic waste influence in the environmental and it is alternative solutions such as biodegradable polymers and composite polymer.
- To determine appropriate ways to elemental, and control the hazards, and to insure the safety of the employees

INSTRUCTOR(S): Dr. Salah Al-Enezi - Dr. Abdirahman Yussuf - Dr. Mohammad Al-Saleh

LOCATION: Petroleum Research Center (PRC), Al Ahmadi.

PARTICIPANTS:
Engineers, Chemists, laboratory supervisors & technicians, working in the field of R&D and polymer manufacturing area. This involves petrochemical companies, plastic converters and end users. Professionals concerned with plastic waste environmental impact; safe work environment & hazard identification.

PREREQUISITES:
- No prerequisite
- Knowledge of English preferable

DATE & DURATION: 20-23 October 2019 - (4) Days - 8:30 am to 2:00 pm

FEES:
KD200/participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah N. Al Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Protocols and Global Systems within the Work Environment

PURPOSE:
To provide participants with general understanding of protocols and global systems within the work environment as well as the impact of hazards and risk assessment at work (laboratories), by using the latest global protocol, such as, OSHA, COSHH, GHS and ISO protocols. Participants will gain the knowledge of analyzing hazards and best control that can be applied during laboratory activities. Also the course will provide various forms, methods and exercises as well as web site practice on MSDS.

COURSE OBJECTIVES:
At the end of the course, participants will be able to know the following:

- Principle of the Protocols and global systems within the work environment
- Improve Employee Participation and Sub Contractor Participation.
- Health, Safety, and Environment (HSE)
- Hazard identification is to make the workplace and employees as safe as possible.
- Analyze or evaluate the risk associated with that hazard.
- Determine appropriate ways to eliminate or control the hazard.
- How to apply Occupational Health & Safety Administration (OSHA) Standards Regulations.
- What is Personal Protective Equipment (PPE) and how to apply it to protect employees from job related injuries, illnesses and sufferers.
- To define the concepts and components of a health and safety management system.
- To outline recent developments in health and safety management including the development of, OSHA, ISO accreditation.
- Safe Work Permit, the aim of the safety work permit is to guarantee that the work is performed safely.
- Ensuring that incidents, accidents and dangerous situations are prevented.
- To identify hazards associated with a non-routine job, and to develop precautions required to control each hazard identified.

INSTRUCTOR(S) RESUME:
Dr. Salah Al-Enezi (KISR)

LOCATION:
Petroleum Research & Studies Center, Al Ahmadi, Kuwait

PARTICIPANTS:

- Participants with interest in protocols and global within the work environment who to broaden their knowledge in the field of Safe Working Environment, Personal Protection Equipment & COSHH Practices.
- The following are the specific group who will benefit:
- New staff
- Laboratory staff
- Laboratory supervisor
- Professional and technicians
- Those wanting to enhance their safety knowledge.

PREREQUISITES:
(Prerequisites of the course participants, if any)
Not required

COURSE DATE, DURATION & TIMINGS:
27-30 Oct. 2019
Five (4) days
9:00 am – 2.00 pm

FEES:
KD 200 /participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

Introduction to Nanotechnology

PURPOSE:
If you are interested in creating and exploring the nano-structures that are 10,000 times smaller than the diameter of a human hair, welcome to our training course in Nanotechnology.
In this course, attendance will attain a well understanding of nanotechnology. The contents of the course will address the basics of nanostructures, nanofabrication, Nano devices and Nano characterization techniques. In addition, current research trends in Nano devices, challenges and applications will be discussed. The importance of cleanroom and its secure and vacuum environment for generating nanotechnology applications will be explained. To become a nanotechnology researcher, we will guide you to the practical knowledge and techniques that can convert your research ideas into physical form in Nano-scale applications.

OBJECTIVES:
At the end of the course, participants will be able to:
Have a well understanding of the capabilities of the nanotechnology tools, nanofabrication process and characterization techniques.

INSTRUCTOR(S):
Dr. Badriyah Al-Halaili (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Engineers, chemists, physicists and biologists.

PREREQUISITES:
Science and Engineering backgrounds.

DATE & DURATION:
20-24 October 2019
Duration: Five (5) days
Time: 9:00 am – 2:00 pm

FEES:
250 KD /participant inclusive of materials and snacks.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Bahja Ahmad Abdulsamad
Tel. (direct): +965 24956540
bahmad@kisr.edu.kw

Date palm Tissue Culture

PURPOSE:
The main aim of this course is to introduce participants to the principles of plant tissue culture science in general and provide them with technical details of plant tissue culture technology, and date palm tissue culture, including cost benefit analysis.

OBJECTIVES:
At the end of the course, participants will be able to:
- Identify the principles of plant tissue culture.
- Recognize and become familiarize with the mode of action of plant growth regulators.
- Acquire methods and carry out all laboratory procedures in a tissue culture lab, including media preparation, culture transfer and identification of various developmental stages of cultured cells, tissues and organs.
- Isolate and sterilize plant tissues, and initiate cultures.
- Distinguish cultures› mode of differentiation, namely embryogenesis, organogenesis, and auxiliary bud break.
- Do aseptic transfer of cultures.
- Acclimatize cultured plants to autotrophic in vivo conditions.
- Identify possibilities and potential applications of plant tissue culture for mass propagation of plants, disease elimination, and genetic modification.

INSTRUCTOR(S): Dr. Chellan Sudhersan - Dr. Jibi Sudhersan - Ms. Lateefa Al-Sabah

LOCATION: Human Resources Development and Conferences Center, KISR, Shuwaikh

PARTICIPANTS:
Scientist, professionals and technicians, and those who are actively engaged in one of the plant science applications or in biological research.

PREREQUISITES:
- Minimum, B.Sc. in biological sciences.
- Fair knowledge of the English language.

DATE & DURATION: 20-24 October 2019 - 9 a.m. – 2 p.m. -

FEES:
KD250 per participant, inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Microbiome bioinformatics data analysis course

PURPOSE:

- Participants will gain Interpretation of Metagenomics data.
- The advantages knowledge and skills about:
- and limitations of metagenomics data analysis
- Description of microbiome.
- Statistical analysis of metagenomics data

OBJECTIVES:

At the end of the course, participants will be able to:

- Design appropriate metagenomics-based experiments
- Perform statistical analysis of their metagenomics data

INSTRUCTOR(S):

Dr. Abigail Armstrong (Canada)
Dr. Rita Rahmeh (Kisr)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

This course is designed for all scientists, researchers, and professionals who wish to acquire knowledge in the interpretation of metagenomics data and Statistical analysis of metagenomics data.

UPREREQUISITES:

B.Sc., M. Sc., Ph. D. in any field related to life sciences.

DATE & DRATION: 20-24 October 2019 - Five (5) Days
9:00 am – 2:00 pm

FEES:

KD 300/participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:

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For further information, please contact the Training Section through:
Ms. –Ebtesam Sanam
Tel (direct): (+965) 24986516
esenam@kisr.edu.kw

MATLAB Fundamentals and Application for Solving Environment Problem

PURPOSE:
This five-day course introduces the MATLAB technical computing usage in environmental fields. The course is intended for beginners and those who are looking for a thorough review. No knowledge of MATLAB is required. Familiarization of MATLAB commands, m-files and their application to environmental problems, themes of data analysis, visualization, modeling, and programming are explored throughout the course.

OBJECTIVES:
At the end of the course, participants will be able to:
- Learn how to enter and manipulate data,
- Learn how to plot graphs,
- Learn how to write programs and more
- Develop all the skills one needs to use MATLAB effectively
- Make participants confident in using MATLAB in their project work

INSTRUCTOR(S):
Prof. Mohamed F. Yassin
(Ph.D. in Environmental Engineering from the University of Tokyo, Japan- Research Scientist at the Environmental Pollution and Climate Program, Kuwait Institute for Scientific Research).

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
The course is suitable for anyone wants to learn MATLAB, whether you are an engineer, scientist, technician, and government specifically who is working in the field of Environment.

PREREQUISITES:
- Knowledge of English
- Basic knowledge of computer

DATE & DURATION:
Dates : 3 – 7 November 2019
Duration : 5 days
Time : 9:00 Am to 1:00 Pm

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Applications of Nuclear Techniques in the Investigation of Dust and Atmospheric Pollutants

PURPOSE:

Radon (^{222}Rn, ^{220}Rn, and ^{219}Rn) and its relatively long-lived daughter products (e.g. ^{210}Pb, ^{210}Bi and ^{210}Po) that originate from the ^{238}U-^{235}U-^{232}Th decay chains have been widely utilized as tracers and chronometers in our understanding of the earth and near-earth surface processes. When chemically inert radon gas is produced in the upper earth, is crust from the decay of U-Th series, a fraction of it diffuse out of the crust and is transported by turbulence and advection through the atmosphere. When these isotopes undergo radioactive decay, heavy metal atoms are produced which rapidly become attached to natural aerosols, including ^{212}Pb, ^{214}Pb, and ^{210}Pb which eventually return to surface earth through atmospheric scavenging processes. The journey of radon and its daughter products including ^{210}Po and ^{210}Pb through the atmosphere, hydrosphere and biosphere have been a major area of research over the past 40-50 years. The activities of ^{222}Rn and its progeny ^{210}Po, ^{210}Bi, ^{21}0Po along with activity ratios of ^{210}Pb/^{22}2Rn, ^{210}Po/^{210}Pb and ^{210}Bi/^{21}0Pb are quite useful as tracers in the study of atmospheric dynamics and sources and removal rate constants of these nuclides.

The proposed course will be of interest to the environmental scientists who investigate surface- and upper-air mixing as well as identification and quantification of continental and maritime air masses. In addition, it is directly relevant to those who investigate depositional fluxes of heavy metals, organic pollutants, residence time and removal rate constants of aerosols, and sources of aerosols. This course will present lectures to those active researchers in environmental sciences, meteorology and atmospheric science who work with aerosols, changes in the frequency and amounts of precipitation, cloud formation processes, and atmospheric fallout and pollutant studies.

OBJECTIVES:

Upon completion of the course, the participants will have an understanding of sources, properties, behavior, and transport of radionuclides in the atmosphere. They will also be equipped with skills on detection techniques of alpha, beta and gamma emitters. Attendees are also expected to have acquired the basic principles of mass spectrometry and information of decay chains of ^{238}U, ^{235}U, ^{232}Th and in particular progeny of ^{222}Rn on completion of the course.

INSTRUCTOR(S):

Dr. Mark M Baskaran (EXTERNAL)
Ms. Montaha Behbehani (KISR)
Dr. Saif Uddin (KISR)

LOCATION:

Human Resources Development and Conferences Center, KISR, Shuwaikh

PARTICIPANTS:

The proposed course will be of interest to environmental scientists, managers, and professions who are interested in understanding of surface- and upper-air mixing as well as identification and quantification of continental and maritime air masses. People who are working in the area of depositional fluxes of heavy metals, organic pollutants, residence time and removal rate constants of aerosols, and sources of aerosols will also find this course useful.

PREREQUISITES:
Minimum of Bachelor Degree in Science or Engineering. Others who have been working in the area of contaminant transport, environmental sciences, meteorology, and atmospheric science, changes in the frequency and amounts of precipitation, cloud formation processes, and atmospheric fallout and pollutant studies will also be considered.

DATE & DURATION:
3-7 November 2019
8:00 - 3:00

FEES:
KD 300 per participant, inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Technical Report Writing

PURPOSE:
Successful writing of a Technical report is a tricky job, especially for people who have started their career as researchers and professionals. Writing the technical report of a completed research activity is an art as well as science and is mandatory for researchers and professionals in any research institute or university for their successful career growth and promotion. Many scientific staff has inspiring and exciting ideas; they also do great research execution; but when it comes to the writing the technical report, they lack the technique in many areas, which results in failure of a quality report expected by the sponsoring agency. A successful writing of technical report pave way for quality manuscript preparation for journal publication for patenting the research outcome. This training course will provide them the systematic procedure on how to successfully write a technical report.

OBJECTIVES:
At the end of the course, participants will be able to:

- To start writing their technical report successfully on their own.
- To educate the participants on the right way of preparing the technical report on the completed research work.
- To guide the participants how to analysis the data to get plots for better interpretation of the study results.
- To teach the participants on the importance of clearly writing the introduction and reviewing the literatures up-to-date, while preparing the report.
- To tutor them how to identify the innovation of their research work and write them appropriately.
- To coach them how to prepare the tables and figures for the report.
- To instruct them on the preparation of the reference section for the report.

INSTRUCTOR(S):
Dr. S. Neelamani (KISR)

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Any researcher and professional involved in research activities can participate in this training course.

PREREQUISITES:
Basic knowledge on how to do research work on any discipline is an added advantage but not compulsory.

DATE & DURATION: 3-7 November 2019

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Hydro geochemical modeling using WATEQ4F and PHREEQCI

PURPOSE:
Purpose of this training course is to provide hands-on training to the participants on hydrogeochemical modeling for any hydrochemical research activities.
The geochemical nature of water is governed by the composition, pressure, and temperature of the medium. The participants will be aware of the geochemical nature of the solution by understanding the current thermodynamic status and by varying the external conditions. The course will aid in solving complex geochemical problems and also to model the solution considering an extreme variation of Temperatures, which relates to pH and this variation in solution composition, leads to precipitation and dissolution of certain salts. The course is also designed for exposure to the theoretical mixing of solutions with different proportions and their resultant compositions using different geochemical modeling software.

COURSE OBJECTIVES:
At the end of the course, the participants will be able to develop a geochemical model of an aqueous system, with an insight on the temperature, pH and pCO2 variations.
They will be able to predict the thermodynamic state and geochemical behavior of the reaction.
They will be able to develop or analyze hypothetical scenarios and develop a management plan for such scenario's.

INSTRUCTOR(S) RESUME: Dr. S. Chidambaram - Mr.Harish Bhandary

LOCATION: KISR, Shuwaikh.

PARTICIPANTS:
(People who are expected to attend the course and their minimum academic qualifications)
Geologists, Environmentalists, Professionals, Researchers, Scholars, students

PREREQUISITES:
(Prerequisites of the course participants, if any)
Bachelors and Masters in Geology, Chemistry;
Engineering Water resources, hydrology, chemical and civil
PhD in geology, hydrogeology, Water resources, Hydrogeochemistry, hydrology

COURSE DATE, DURATION & TIMINGS: 11 -14 November 2019 (4 days) - 9.00 am to 2.00 pm

FEES: KD 200/participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

CLEAN FUEL PROCESSES AND TECHNOLOGIES

PURPOSE:
The main goal of the course to provide participants with in-depth insight into the petroleum refining process for producing clean fuel, fuel specifications trends in future specifications, and updates technologies in producing environmentally friendly clean fuels.

OBJECTIVES:
At the end of the course, participants will be able to:

- Identify the basic principles of different refining process used for producing clean fuels.
- Evolve required specifications for different types of fuel and their impact on a refinery.
- Update technology on producing clean fuels with ultra-low sulfur, nitrogen and aromatic contents.

INSTRUCTOR(S):
Dr. Abdulazim Marafi (KISR)
Dr. Mohan Singh Rana (KISR)

LOCATION:
Petroleum Research Center (PRC), Al Ahmadi.

PARTICIPANTS:
Chemical engineers, Chemists and fuel marketing personnel..

PREREQUISITES:
- College diploma in chemical engineering or
- B.Sc. degree in chemical technology.
- Knowledge in English language

DATE & DURATION:
10-14 November 2019 - (5) Days
9:00 am to 2:00 pm

FEES:
KD250/participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah N. Al Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Production of High Quality Poultry Products

PURPOSE:
This training course focuses on the advances in the techniques used for the production of unique and healthy poultry products. The participants will get experience on the practical and applicable techniques to produce high quality poultry products.

OBJECTIVES:
At the end of the course, participants will be able to:
- Get acquainted with the principles and components of the production cycle of poultry meat and eggs.
- Get familiarized with the techniques related to the production of unique and healthy poultry products.
- Get acquainted with the techniques used in measuring omega-3 and fatty acid profile in the poultry products.
- Get acquainted with the techniques used in measuring quality of poultry products.

INSTRUCTOR(S):
Dr. Hanan Al-Khalaifah (KISR)
Dr. Afaf Al-Nasser (KISR)
Dr. Nuhad Daghir (EXTERNAL)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Chemical, biological, nutrition, (to include people from BTD, nutrition group) and environmental scientists, professionals, and technicians; individuals interested to learn about production of unique and healthy poultry products.

PREREQUISITES:
- Basic knowledge in biology.
- Basic laboratory experience

DATE & DURATION: 11-14 November 2019 (Four days) - 9 am to 2 pm

FEES:
250 KD /participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Bahja Ahmad Abdulsamad
Tel. (direct): +965 24956540
bahmad@kisr.edu.kw

Communicating Science within the Context of Coastal Related Activities

PURPOSE:

Like many occupations, scientific research involves the creation, design and execution of projects. These projects yield results upon which conclusions are drawn, in turn furthering the knowledge base in a particular topic. That being said, this exercise would be meaningless if carried out in isolation. Peer-reviewed publications, scientific events and workshops are all useful platforms from which to transmit the findings to like-minded colleagues and experts in the field. However, and more often than not, the essence of the message is lost when the same information is relayed to the common layperson. This audience can range from an elementary school student to a non-technically inclined decision-maker. It becomes very easy to lapse into the jargon related to the field of expertise being discussed, thereby alienating the listener in the process. This applies to any mode of communication media employed, whether spoken or written, in-person or recorded. This course is designed to help researchers in constructing a message that can be disseminated in the most effective, interesting and audience-centric manner possible.

OBJECTIVES:

At the end of the course, participants will be able to:

- Appreciate the concept of communicating science
- Understand the basics of a communicating science strategy
- Prepare and deliver more effective science-based presentations
- Author succinct and audience-centric different forms of publications
- Appreciate the different forms of science communication media and their respective consumers within the context of a KISR research program

INSTRUCTOR(S):

Dr. Bassam N. Shuhaibar (KISR)
Dr. Husam Arman (KISR)
Ms. Sharifah Al-Falah (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

- Academics interested in communicating science
- Scientific researchers and professionals
- Science and engineering students
- Marketing/PR representatives of scientific or academic institutions

PREREQUISITES:

- English language
- A willingness to learn new skills with an open mind

DATE & DURATION:

11–14 November 2019 _ (4 days)

FEES:
KD200 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

Formulation, Preparation and Evaluation of Fish Feed

PURPOSE:
The course aims at providing the participants with basic skills and practical knowledge on nutritional requirements of cultured fishes, cost effective feedstuffs selection, feed formulation and preparation, quality control, and storage of feed, and the methods of evaluation of a test feed for a particular species.

OBJECTIVES:
At the end of the course, the participants will:
- Have basic knowledge on the nutritional requirements of cultured fishes.
- Have the ability to select cost effective feed ingredients for feed formulation.
- Be able to formulate and prepare balanced feed for any cultured species of fish.
- Acquire knowledge on how to maintain the quality of the feed and feed ingredients during storage.
- Be able to know the procedure for analyzing the feed samples for proximate composition.
- Know the methods how to evaluate a new feed for a target species.

INSTRUCTOR(S):
Dr. M. Arshad Hossain: He is a Research Scientist at the Aquaculture Program of Environment and Life Sciences Research Center, Kuwait Institute for Scientific Research.
Mrs. Amani Al-Yaqout: she is an Associate Research Scientist in Aquaculture Program of Environmental and Life Sciences Research Centre at Kuwait Institute for Scientific Research.

LOCATION:
Human Resources Development and Conferences Center, KISR

PARTICIPANTS:
Professionals and technicians related to fish farming /research.

PREREQUISITES:
The participant should have general background on fish farming/research.

DATE & DURATION:
Date : 17–20 November 2019. (4 days)
Timing : 9.00 am–2.00 pm.

FEES:
KD250 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

ISO 9001:2015–Quality Management System Requirements and Implementation

PURPOSE:
The main aim of the course is to familiarize participants with the modern concept of "Quality Management" and its inevitability in the current era of competitiveness. International standard ISO 9001:2015 will be focused as a model for management of the quality of the product and/or service. The participants will be made acquainted with the requirements of the recently updated international standard and documents needed for their fulfillment. The processes of designing, implementing and monitoring of the "Quality Management System" will be edified and the participants will learn about various steps involved in the certification procedure.

OBJECTIVES:
At the end of the course, participants will be able to:

- Understand the modern concept of Quality Management and its necessity.
- Be aware of the international standard ISO 9001:2015.
- Identify the requirements of the standard and their fulfillment.
- Comprehend with the processes of designing, implementing, and monitoring (internal audit) of the Quality Management System.
- Be aware of the steps involved in the certification process.

INSTRUCTOR(S):
Dr. Tariq Mahmood Khokhar (KISR) - Dr. Mamdouh A. A. Hammouda (KISR) - Dr. Yesudhason Poulose (KISR)

LOCATION:
Human Resources Development and Conferences Center, KISR, Shuwaikh

PARTICIPANTS:
The ISO 9001:2015 is applicable for all type of organization and functions. The course is proposed for all individuals intended for requiring an understanding and working knowledge of Quality Management System.

PREREQUISITES: Awarneeness with ISO satandars is preferred.

DATE & DURATION: 17–21 November 2019 - 9:00 a.m.–2:00 p.m.

FEES:
KD250 per participant, inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Fundamentals of Geostatistics from Zero to Kriging

PURPOSE

This course aims to introduce the basic geostatistical theory, and management of spatial observations to produce the spatial variability of measurement variables. It is usually applied in mapping of spatial observations, assessing spatial data quality, relating the accuracy of spatial data to their intended use, and drawing valid inference from a limited set of spatial data in different fields such as, agriculture, hydrology, hydrogeology, soil science, ecology, etc.

OBJECTIVES

The objective of the course is to provide a thorough grounding in the use of geostatistical methods to analyze spatially geo-referenced survey data. Participants will be guided through the different steps of geostatistical analyses based on case studies. The course includes applied examples, case studies, and hand-on exercises on the computer.

COURSE TOPICS

The course covers the geostatistics workflow, from data analysis and variography to interpolation.

- Fundamental geostatistical concepts.
- Exploratory Data Analysis.
- Hands-on exercises to reinforce concepts.
- Experimental Variography.
- Variogram Modeling,
- Interpolation using different techniques.
- Co-Kriging.

TRAINING METHODS: Lectures on background and theory, methodological presentations, and practical computer exercises.

PARTICIPANTS The course is mainly targeted at professionals who are new to geostatistical methods, and dealing with the estimation from or interpolation between samples collected on a spatial basis.

PREREQUISTES: No prior knowledge of statistics or geostatistics is assumed. A minimum of mathematics is necessary.

Date, Duration and Time: 24–28, November 2019 - (5 days) - 8:30 am–2:30 pm

INSTRUCTION RESUME: Dr. Mohammad Al-Murad attained his Ph. D. degree from Colorado State University, 2002. His is interested in environmental monitoring, parameter estimation, and groundwater modeling. He has over 25 year experience in these fields.

COURSE FEES: KD250 per participant, inclusive of course materials, and snacks. Organization that sponsor more than 2 participants will be eligible for 10% discount on the course fees.

CONTACT PERSON: For further information, please contact the Training Section through:

Ms. Ebtesem Sanam
Tel (direct): (+965) 24956516
esenam@kisr.edu.kw

Measuring sounds as bio indicators of ecosystem quality and functioning

Basics, Methods and Applications of Passive Acoustic Monitoring in terrestrial and marine environments

OBJECTIVES:

This course aims at providing scientific basis and application tools regarding the new ecological branch of the Soundscape Ecology, particularly when applied to marine environments. Soundscape Ecology addresses how important are sounds as carriers of meaning and ecological functions, and focuses on the disruption of these processes caused by anthropogenic noise or other human activities. The most used recent technologies and methodologies on how to decode and interpret information from sounds will be presented and explained.

At the end of the course, participants will be able: a) to record sounds and reproduce spectrograms; b) to have an overview of the three main soundscape components (biophony, geophony and anthropophony); c) to assess the level of noise pollution in the marine environment and to understand the effects of noise on marine biota; d) to have an insight on different passive acoustic monitoring equipment and to use different acoustic software.

PARTICIPANTS:

(People who are expected to attend the course and their minimum academic qualifications)

- Technician
- Bsc. students
- Professional

PREREQUISITION:

(Prerequisites of the course participants, if any)

COURSE DATE, DURATION & TIMINGS:

1–5 December 2019

INSTRUCTOR(S) RESUME:

Dr. Eqbal Al-Enezi,
Ms. Nadia Pieretti,

FEES:

KD250 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:
Mr. Abdullah Alnassar
Tel (direct): (+965) 24989398
anasar@kisr.edu.kw

Practical statistics for Environmental and Biological Scientists

OBJECTIVES:
At the end of the course, participants will be able to:

- Understand what is statistics
- Understand common statistical terms: mean, variance, standard deviation, coefficient of variation, standard error and 95% confidence interval
- Understand null and alternative hypothesis, one-tailed and two-tailed tests, type I and type II error
- Know the difference between surveys and experiments
- Design an experiment and choice of sample size
- Explore data distribution
- Apply ANOVA
- Apply Chi-square test
- Apply correlation and regression
- Apply PCA (if time permits)

INSTRUCTOR(S):
Dr. Ali Al-Hemoud
Mr. Ahmad Al-Khayat

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
(People who are expected to attend the course and their minimum academic qualifications)
Participants should have basic computer and math skills only.

PREREQUISITES:
No prerequisites

DATE and DURATION:
1–5 December 2019, (5 days)
9:30 a.m.–1:30 p.m.

FEES:
KD250 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Mr. Abdullah Alnassar
Tel (direct): (+965) 24989398
anasar@kisr.edu.kw

Guidances for Intiation of Commercial Fish/Shrimp Farms in Kuwait

PURPOSE:

- To support the participants with the required knowledge and basic information to start fish/shrimp farms.
- To provide the investors the procedures of market-size fish/shrimp production.

OBJECTIVES:

At the end of the course, participants will be able to:

- Select the infrastructure and design of fish/shrimp farm
- Determine the suitable fish/shrimp species
- Perform nursery management
- Maintain daily routine farm management
- Manage feeding and nutritional requirements of fish
- Diagnose fish diseases and treat the most common diseases
- Check water quality and parameters
- Record and keep farm log
- Prepare project feasibility study

INSTRUCTOR(S):

Dr. Khaled Al-Abdul Elah (KISR)
Dr. Sherain Al-Subiai (KISR)
Mr. Adil Naseeb (KISR)

LOCATION:

Ecosystem-Based Management of Marine Resources, Salmiya, Kuwait.

PARTICIPANTS:

People interested in establishment of fish/shrimp farms in Kuwait.

PREREQUISITES:

Minimum education is high school.

DATE and DURATION:

1–5 December 2019 (5 days)

FEES:

KD250 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:

Ms. Nourah A. Bohaimed
Tel (direct): (+965) 24956749
nbohaimed@kisr.edu.kw

Introduction to ISO 45001:2018 Requirements

PURPOSE:
The main aim of the course is to familiarize the participants with a well-recognized and widely implemented Safety Management System. The ISO45001:2018 has been recently issued and will fully replace the British Safety international standard OHSAS 18001:2007 by 2021. The New standard defines the requirements for the development and implementation of an occupational health and safety management system that can be assessed, certified and that, at the same time, can be fully and easily linked with other fundamental ISO standards for quality (ISO 9001:2015) and environmental management (ISO 14001:2015) facilitating the creation of an integrated management system. The participants will become acquainted with the requirements of the standard and its implementation. Examples of ways to comply with the requirements will be analyzed, commented and further discussed

OBJECTIVES:
At the end of the course, participants will:

- Understand the concept of Safety Management Systems and its dynamic and evolving nature.
- Be aware of the international standard ISO45001:2018 and how it compares with the OHSAS 18001:2007.
- Understand the standard's requirements.
- Be able to identify potential implementation solutions (schemes/processes/tools) aligned to quality or environmental management systems.

INSTRUCTORS: Dr. Massimiliano Porcelli (KISR) - Dr. Yesudhason Poulose (KISR)

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
The course is intended for laboratory and workshop supervisors as well as research and maintenance staff members.

PREREQUISITES: Good English language skills and basic understanding of HSE processes.

DATE and DURATION:
8–12 December 2019
5 days
9:00 a.m.–2:00 p.m.
FEES:
KD250 per participant inclusive of materials and snacks.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

Effective Literature Searching

PURPOSE:
The main aim of this course is to introduce participants to:
- Electronic information resources (e-resources) available on NSTIC Portal.
- Identify various e-resources types available on NSTIC Portal.
- Conduct effective literature search using Boolean Operators, Truncation, and Wildcards techniques.

COURSE OBJECTIVES:
At the end of the course, participants will be able to:
- Identify various electronic resources available at NSTIC.
- Identify the difference between various e-resources types: standards, patents, tools, etc.
- Identify relevant databases to search.
- Understand the concept of Boolean Logic operators (AND, OR, NOT).
- Conduct proper search strategy.
- Search and retrieve information from full text and bibliographic databases.

INSTRUCTOR(S):
Mr. Bassam Awadh
Ms. Manal Al Adwani

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers and Professionals

PREREQUISITES:
Basic knowledge of computers

DATE and DURATION:
8–12 December 2019
9:00 a.m.–1:00 p.m.

FEES:
KD50 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Yousef
Tel. (direct) 24956748
nmaswadeh@kisr.edu.kw

Asphaltene Problems in Upstream: Advanced Characterization of Asphaltenes at the Molecular Level

PURPOSE:
The key objective of this comprehensive course is to provide participants with in-depth understanding of asphaltenes precipitation and its drastic effects on the upstream sector in the oil and gas industry. The deposition of asphaltenes in wellbores and nearby region is a major flow assurance concern that hinders petroleum production operations. Because of that, there is a necessity to understand the chemical structure of asphaltenes and characterize asphaltenes in details by advanced techniques. The course will cover the topics of asphaltenes precipitation and deposition in the wellbores and reservoirs, and detailed characterization of asphaltenes by spectroscopy methods.

COURSE OBJECTIVES:
At the end of the course, participants will be able to:

- Identify the basic principles of asphaltenes precipitation and deposition in wellbores and nearby regions
- Understand the physical and chemical behaviors of asphaltenes
- Recognize the causes of flow assurances issues due to asphaltenes deposition and feminization with laboratory characterization techniques and prevention methodologies
- Update technology and methodologies on handling asphaltenes precipitation issue in the upstream industry
- Understanding basics of NMR spectroscopy, and its applications
- Asphaltene characterization by NMR spectroscopy, and other spectroscopy methods

INSTRUCTOR(S): Dr. Muhieddine Safa - Eng. Ebtisam Ghloum - Dr. Salim Ok

LOCATION: Petroleum Research & Studies Center, Al Ahmadi, Kuwait

PARTICIPANTS: Chemical engineers - Chemists - Petroleum engineers

PREREQUISITES:
College diploma/bachelor of engineering in chemical engineering or petroleum engineering
B.Sc. degree in chemical technology.
Knowledge in English language

COURSE DATE, DURATION & TIMINGS:
10–12 December 2019 (3 days) - 9:00 am–2:00 pm

FEES: KD 200 /participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

Advanced Polymer Characterization Techniques

PURPOSE:
This course is designed to provide advanced polymer characterization. The course is intended to deliver to the participants advanced polymer characterization such as mechanical, thermal, rheological, morphological, and barrier techniques. The advance current techniques in these areas will be described and presented.

OBJECTIVES:
At the end of the course, participants will be able to:

- To gain full understanding of different polymer characterization techniques, and related characterization methods with comprehensive laboratory demonstration.
- To have a full understanding of latest and current advanced approaches used for polymer testing and characterization for polymers and Nano- composites.

INSTRUCTOR(S):
Dr. Salah Al-Enezi (KISR)
Dr. Abdirahman Yussuf (KISR)
Dr. Mohammad Al-Saleh (KISR)
Dr. Jacob Samuel (KISR)

LOCATION: Petroleum Research Center (PRC), Al Ahmadi.

PARTICIPANTS:
Engineers, Chemists, laboratory supervisors & technicians, working in the field of R&D and polymer manufacturing area. This involves petrochemical companies, plastic converters and end users. Professionals concerned with advanced polymer characterization.

PREREQUISITES:

- No prerequisite
- Knowledge of English preferable

DATE and DURATION:
15–18 December 2019 (4 days) - 9:00 am–2:00 pm

FEES:
KD200 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah Al-Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

"ISO/IEC 17025:2017" General Requirements for the Competence of Testing Laboratories

PURPOSE:
The main purpose of the course is to familiarize participants with the modern concept of "Laboratory Quality Management" and its inevitability in the current era of competitiveness. International standard ISO/IEC 17025:2017 will be focused as model for management of the quality in calibration/testing laboratories. The participants will be made acquainted with the general requirements for competence of testing/calibration laboratories and documents needed for their fulfillment. The processes of designing, implementation and monitoring of the "Laboratory Quality Management System" will be educated and the participants will learn about various steps involved in the accreditation procedure.

OBJECTIVES:
At the end of the course, participants will:

- Understand the modern concept of Quality Management and its necessity.
- Be aware of the international standard ISO/IEC 17025:2017.
- Identify the requirements of the standard and their fulfillment.
- Comprehend with the processes of designing, implementation and monitoring (internal audit) of the Laboratory Quality Management System.
- Be aware of the steps involved in the accreditation process.

INSTRUCTORS:
Dr. Tariq Mahmood Khokhar (KISR)
Dr. Mamdouh A. A. Hammouda (KISR)
Dr. Maya Abou Chacra (KISR)

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
The course is intended for laboratory managers, quality managers, chemists, laboratory supervisors, laboratory professionals and technicians, individuals requiring an understanding and working knowledge of ISO/IEC 17025:2017 standard.

PREREQUISITES: Background / experience in analytical laboratories.

DATE & DURATION:
15–19 December 2019 (5 days) - 9:00 a.m.–2:00 p.m.

FEES:KD250 per participant inclusive of materials and snacks.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Bahja Ahmad Abdulsamad
Tel. (direct): +965 24956540
bahmad@kisr.edu.kw

Corrosion in Petroleum Pipelines

PURPOSE:
The main goal of this course is to provide participants with some corrosion fundamentals and principles, its forms and its measurements techniques. The course will introduce participants with the principles of CO2/ H2S corrosion, multiphase flow, and failures in petroleum pipelines. In addition, this course will introduce participants to different protection methods for petroleum pipelines.

OBJECTIVES:
At the end of the course, participants will be able to:

- Cover some corrosion fundamentals, such as definitions, different environments, CO2 and H2S corrosion deterioration.
- Understanding the corrosion rate expressions, electrochemical reactions, polarization, passivity and influence of flow rate.
- To know forms of corrosion, such as general, galvanic, pitting, erosion, stress, amongst others.
- Understanding the gravimetric and some electrochemical measurement techniques, such as potentiondynamic polarization, linear polarization resistance (LPR), electrochemical impedance spectroscopy (EIS), and electrochemical noise (EN).
- Understanding the multiphase flow in petroleum pipelines.
- Analyzing some corrosion failures in petroleum pipelines.
- To introduce participants to different protection methods for petroleum pipelines.

INSTRUCTOR(S):
Dr. Rihan Rihan (KISR) - Dr. Abdulmuhsen Akbar (KISR) - Dr. Hanaa Al-Mazeedi (KISR)

LOCATION: Petroleum Research Center (PRC), Al Ahmadi.

PARTICIPANTS:
People who are expected to attend the course and their minimum academic qualifications)
Individuals with a diploma or bachelor degree in engineering or chemistry who wish to broaden their knowledge in the field of corrosion in petroleum pipelines.

PREREQUISITES: (Prerequisites of the course participants, if any)
An understanding of basic chemistry and physics.

DATE & DURATION: 7-9 January 2020 (3 days) - 9:00 a.m.–2:00 p.m.

FEES: KD150 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah Al-Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Practicing Creativity and Innovation

PURPOSE:
Innovation has been recently the focus of the academic and industrial community. This is due to its importance and contribution to the welfare of the countries in terms of economic growth and creating job opportunities. Spreading the culture of creativity and innovation is important but not enough, training on processes and tools is needed. The aim of this training workshop is to introduce the participants to the mindsets and methods needed to become more creative and innovative through hands-on experience. The workshop consists of two parts, one focuses on creativity and the second focuses on innovation. This training will give the participants the opportunity to indulge in an innovation process using practical approach to learn about creativity and how it can be converted to real innovation that touches people hearts. This part related to the innovation process will be based on the human-centered design concept with the purpose of simplifying and standardizing the innovation process.

OBJECTIVES:
At the end of the course, participants will be able to:
- Appreciate the concepts of creativity and innovation
- Assess and develop the personal creativity ability.
- Practice the methods of a user-driven innovation process.
- Create and test innovative solutions
- Pitch solutions as a business proposal or community initiative

INSTRUCTOR(S): Dr. Husam Arman (KISR) - Eng. Mai Al-Asfour (KISR)

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Academics interested in creativity and innovation
Managers working in industry
Young entrepreneurs
Engineering and Business students

PREREQUISITES: English language.

DATE and DURATION: 12–14 January 2020

FEES:
KD150 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw

Practical Successful Applications in organic Multi-species Commercial Aquaculture :Towards Profitable Aquaculture Ventures and Food Security in Kuwait 2035.

OBJECTIVES:

On completion of the training, the participants will gain knowledge on:

- Various fish and shrimp farming systems.
- Design and layout of fish and shrimp culture systems.
- Principles and operation of fish shrimp and other crustacean farms.
- Opportunities available in Kuwait for setting up fish and shrimp farming systems.
- Best practices to ensure the success of the fish/shrimp commercial farms.

INSTRUCTOR(S):

Ms.Amani AlYaqout
Dr.Azad Ismail
Mr.Musaad AlRoumi
Ms.Lamya Al Musallam

LOCATION:

Ecosystem-Based Management of Marine Resources, Salmiya, Kuwait

PARTICIPANTS:

Investors, farmers, researchers, professionals, and technicians working in fish and shrimp aquaculture farms.

PREREQUISITES:

Interest in aquaculture industry development and applied scientific research.

DATE & DURATION:

12–16 January 2020
5 days
9:30 a.m.–1:30 p.m.

FEES:

KD350 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:
Mr. Abdullah Alnassar
Tel (direct): (+965) 24989398
anasar@kisr.edu.kw

Techniques in Marine Bioprospecting

PURPOSE:
Ocean is considered as medicinal basket of the World. Marine macro/microorganisms, during the evolution acquired the capability to produce secondary metabolites with unique biological activity. Marine bioprospecting, is the potential research area for scientists all over the world, which undertakes targeted and systematic search for components, bioactive compounds or genes within marine organisms. The main aim of the course is to introduce the participants to an overview of the marine bioprospecting process flow and the techniques involved. They will learn the different approaches in the marine bioprospecting unit operations such as sample preparation, extraction methods to isolate bioactive from marine organisms, screening the samples for different bioactivity such as antioxidant, antihypertensive and antibacterial activity. The course will also introduce the participants about the methods of isolation of active molecules and their characterization using advanced instrumentation such as HPLC, FPLC, and Etruscan etc.

OBJECTIVES:
At the end of the course, participants will be able to:
- Understand the importance of marine bioprospecting
- Select suitable bioactivity screening method
- Isolate and purify bioactive molecules from marine organisms
- Determine appropriate characterization methods using HPLC, FPLC and Iatroscan.

INSTRUCTOR(S): Dr. Sabeena Farvin (KISR) - Dr. Surendraraj (KISR)

LOCATION: Human Resources Development & Conferences Center, Shuwaikh

PARTICIPANTS:
(People who are expected to attend the course and their minimum academic qualifications)
This course is designed for all scientists, researchers, professionals and technicians who wish to acquire knowledge in marine bioactive molecules isolation, purification and characterization.

PREREQUISITES: (Prerequisites of the course participants, if any)
B.Sc., M. Sc., Ph. D. in any field related to life sciences.

DATE & DURATION: 19-23 January 2020 (5 days) - 8.30 a.m.–2:30 p.m.

FEES:
KD250 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah Al-Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Spectroscopy and NMR theory and application Course

PURPOSE:
The main aim of the course is to provide participants with knowledge on spectroscopy and NMR and their application in different Areas of science

COURSE OBJECTIVES:
At the end of the course, participants will be able to identify:

- Theory of spectroscopy and NMR.
- Ability to setup and run an experiment.
- Ability to do simple interruption to the spectra and extract information.
- Observe the advantage of spectroscopy on other methods.

INSTRUCTOR(S) RESUME:
Mr.Mustafa Al-Shamali

LOCATION:
Petroleum Research and Studies Center, Al Ahmadi, Kuwait

PARTICIPANTS:
(People who are expected to attend the course and their minimum academic qualifications)
Technicians, oil industry engineers, and power and water industry engineers. Diploma, bachelor, master, and PHD in science.

PREREQUISITES:
(Prerequisites of the course participants, if any)
Not required

COURSE DATE, DURATION & TIMINGS:
2–**6** February 2020
Five (5) days
9:00 a.m.–2.00 p.m.

FEES:
KD300 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Shahad K.Al-Jazzaf
Tel (direct): (+965) 24989095
skjazzaf@kisr.edu.kw

The Measurements of Trace Metals (Cu, Ni, Co, and Fe) in Seawater using Adsorptive Catholic Stripping Voltammetry (ADCSV) and Flow Injection Analyzer (FIA) {Introductory}

PURPOSE:

The main aim of the course is to introduce the participants with an overview of trace metal (Cu, Ni, Co and Fe) measurements using adsorptive cathodic stripping voltammetry (Ad-CSV) and Flow Injection Analysis (FIA). The importance of speciation measurements will be discussed and using the techniques of Ad-CSV (Metrohm 797 VA Computerize) and FIA. Clean sampling, acid washing methods, associated laboratory settings and measurements including blanks, standards and reagents, and results interpretation will be introduced.

OBJECTIVES:

At the end of the course, participants will be able to:

- Obtain general understanding of the main aspects and the importance of trace metal measurement using Ad-CSV and FIA.
- Understand instrument main concept and parts (electro-chemistry theory).
- To be able to run and use the Ad-CSV and FIA independently.
- Become aware of samples, standards, reagents preparation, acid cleaning and precautions to work in trace metal free environment.
- Gain knowledge in sample collection for trace metal samples using Go flow bottles and samples filtration and preservation.
- Understand the software of the Ad-CSV and FIA instruments handling and data analyses.
- Obtain experience and understand the quality control and quality assurance measurements associated with the Ad-CSV and FIA techniques.

INSTRUCTOR(S):

Dr.Turki Al-Said (KISR)
Dr. Loreta Fernandes (KISR)
Mr. Waleed Al-Zekri (KISR)
Mrs. Raziya Kedila (KISR)

LOCATION:

Ecosystem-Based Management of Marine Resources, Salmiya, Kuwait

PARTICIPANTS:

Scientists, laboratory technicians involved in marine chemistry and biology. Staff from Ministry of Electric and Water and EPA's in Kuwait and the region (GCC) responsible for water quality analyses and assessment. Scientists and researchers form universities, institutes and Agencies in the Gulf region interested in marine chemistry in particular new technique measuring trace metals.

Scientist, professionals, technicians, Government official working in the fields of energy, power and environment, Oil & Gas sector professionals, plastic converters and producers in the private sector and recycling and recovery companies .

PREREQUISITES:
Experience in chemistry laboratories.
BS.c and Diploma in chemistry, marine science, biology, environmental sciences.
Interest in marine chemistry measurements and laboratories.

DATE and DURATION:
9–13 February 2020
5 days
8:30 a.m.–2:30 p.m.

FEES:
KD250 per participant inclusive of materials and snacks.
Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Samah Al-Hajeri
Tel (direct): (+965) 24989459
shajeri@kisr.edu.kw

Professional Ethics in the Workplace

PURPOSE:
Ethics and morals govern our daily lives without even noticing it. The way we judge situations and make crucial decisions are governed by social values and etiquette. Hence, it is imperative that a professional upholds certain professional decorum and ethics in the workplace, that are stretched from one's own believes and every institutes rules and regulations that administer and direct an employee's behavior.
This unique and interactive course, given for the first time, provides a fundamental knowledge of professional ethics and conduct. Its ultimate goal is to deliver to its participants the main professional ethics that they can use in their own workplace, to be truly unique in their own respective professions and can be distinguished among others around them due to their understanding of the topics intended to be delivered in this course. It is aimed at professionals of all disciplines, practices and regardless of their academic backgrounds and years of experience, challenging their own understanding of a number issues in the workplace, e.g. making ethical choices, respect of superiors and chain of command, taking decisions based on ones morals and in the same time being a professional, challenging the system in a professional manner and identify with general professional conduct. Attendees will be able to grasp the knowledge that will provide them with the essential tools of being a true professional in their work place.

OBJECTIVES:
At the end of the course, participants will be able to:
- Understand the meaning of ethics in the workplace
- Figure what constitutes an ethical and professional practice.
- Understand the definition of main terms used in the area of professional conduct
- Know the difference between scientific ethics from general work ethics
- Learn how to be a professional in your workplace
- Realize what a conflict of interest is and how to avoid it.
- Understand the main plagiarism issues in the workplace.
- Gain knowledge on confidentiality and the protection of clients' interests.
- Respect of superiors, chain of command and others.

INSTRUCTOR(S):
Dr. Sultan **Al**-Salem (KISR)

LOCATION:
Human Resources Development and Conferences Center, KISR

PARTICIPANTS:
Scientists, professionals, technicians, management and training staff members, public servants in official capacity, government officials working in fields of civil service, private company employees, junior employment in public and private work force, managers and decision taker and makers.

PREREQUISITES:
Knowledge of English.

DATE & DURATION:
22–26 March 2020
5 days

FEES:
KD250 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Nisreen Maswadeh
Tel (direct): (+965) 24956748
nmaswadeh@kisr.edu.kw


United Kingdom
www.

Computer Programs

Microsoft Office Word 2013: Advanced

PURPOSE:
Participants will build upon their basic knowledge of MS-Word 2013. They will learn the intermediate and advanced features of MS-Word in create business documents. They will know how to work with fields and perform a mail merge, insert SmartArt diagrams, and work with shapes and format text graphically. In addition, participants will concentrate on how to format a document by adding sections, columns, and watermarks and themes.

OBJECTIVES: At the end of the course, participants will be able to:

- Work with tables and charts
- Customize formats using styles and themes
- 2Perform calculations in tables
- Sort paragraphs, tables, and lists
- Create versions of documents
- Compare and merge documents
- Perform a mail merge
- Sort and filter a data source and format objects that are drawn
- Create WordArt, customize images and align objects
- Create watermarks and create a newsletter style layout
- Edit and modify charts
- Create, edit, run and copy macros
- Create and compile an index
- Create a concordance file, master documents and subdocuments

INSTRUCTOR(S): Eng. Faisal Al-Nabhan
Bachelor in Information Technology and Computing – Technology Domain Institute

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS: This course is intended for individuals who want to gain advanced knowledge of working on Word 2013.

PREREQUISITES: Knowledge of MS-Windows

DATE and DURATION: 8–12 September 2019 - (5 days) - 9:00 a.m.–1:00 p.m.

FEES: KD75 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Microsoft Office PowerPoint 2013: Advanced

PURPOSE:
This course builds upon basic and intermediate Microsoft Access skills to help students become power users. In this advanced Microsoft Access 2013 course, participants will learn how to manage data and data entry; create macros, and dialog boxes; create and use SQL queries; split databases and much more.

OBJECTIVES:
Upon completion of the course, you will be able to:

- Write SQL statements
- Create aliases for fields
- Attach a SQL query to a control in a form
- View a crosstab query and use the crosstab query wizard
- Create single-criterion & multiple-criteria parameter queries
- Create and run macros
- Attach macros to events and command buttons in forms
- Create data validation, data entry and user-input macros
- Link database objects and analyze database performance
- Compact, repair and backup a database.
- Assign and remove passwords and encryption
- Open a database in exclusive mode
- Configure access options and populate database file properties

INSTRUCTOR(S): Eng. Faisal Al-Nabhan - Bachelor in Information Technology and Computing – Technology Domain Institute

LOCATION: Human Resources Development & Conferences Center, KISR

PARTICIPANTS: This course is designed for Individuals, whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating access with other programs.

PREREQUISITES: To ensure the success in this course, participant should have experience working with Microsoft Access 2013, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

DATE & DURATION: 13–17 October 2019 _ (5 days) - 9:00 am–1:00 pm

FEES: KD75 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON: For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Microsoft Office PowerPoint 2013: Advanced

PURPOSE:
The main aim of this course is to provide participants with advanced presentation techniques and familiarize them with the use of advanced features of Microsoft office PowerPoint.

OBJECTIVES:
At the end of the course, participants will be able to:

- Modify the PowerPoint environment
- Customize design templates
- Add SmartArt to a presentation
- Work with media and animation
- Collaborate on a presentation.
- Customize a slideshow
- Secure and distribute a presentation

INSTRUCTOR(S):
Eng. Yasser Nassar
Microsoft Office Specialist Master Instructor 2013 – United Arab Center

LOCATION:
Human Resources Development & Conferences Center, KISR (AL FALAK)

PARTICIPANTS:
This course is intended for participants who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 who wish to take advantage of the application›s higher-level usability, security, collaboration and distribution functionality.

PREREQUISITES:
Participant will need to have basic knowledge of Microsoft office PowerPoint.

DATE & DURATION:
Dates : 15-16 September, 2019
Duration : 2 days
Time :9:00 am – 1:00 pm

FEES:
KD75 / participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Microsoft Office Excel 2013: Introduction

PURPOSE:
The main aim of this course is to introduce participants to MS-Excel and provide the practice required for using MS-Excel.

OBJECTIVES:
At the end of the course, participants will be able to:

- Identify the basic concepts of MS-Excel
- Describe worksheet information, commands and dialog boxes
- Performing calculations (create formulas, insert functions and reuse formulas)
- Modifying a worksheet
- Managing large workbooks and customizing the excel environment
- Formatting a worksheet
- Print workbook contents

INSTRUCTOR(S):
Mr. Ahmad El Sandakly
Bachelor of Business Computer – New Horizons Institute

LOCATION:
Human Resources Development & Conferences Center, KISR (AL FALAK)

PARTICIPANTS:
This course is intended for participants who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

PREREQUISITES:
Participant will need to have Good knowledge of MS-Windows.

DATE and DURATION:
20–21 October 2019, (2 days)
9:00 am–1:00 pm

FEES:
KD75 per participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Introduction to MATLAB

PURPOSE:
Technological advances in many engineering and scientific applications have drastically increased the mathematical complexity of the problem. MATALAB allows users to leverage its inbuilt applications for computationally intensive tasks and it is a powerful and useful programing tool for engineers and researchers. It has sophisticated data structures, contains built-in editing and debugging tools, and supports object-oriented programming. These factors make MATLAB an excellent tool for engineering and research applications. This course is intended to provide a brief introduction to MATLAB for beginners.

OBJECTIVES:
The primarily objective of this course is to help the participants learn quickly the first steps in MATLAB. The emphasis in this course is learning by doing». Working through simple examples will give the participants a feel for the way that MATLAB operates. **MATLAB Training** also provides users with access to improved capabilities for analyzing and visualizing scientific data. This course will help engineers / researchers to learn and use MATLAB for:

- Solving simple numerical expressions and mathematical formulas.
- Matrix operations.
- Scientific programming.
- Solving linear equations.
- Solve eigenvalue problems.
- Curve fitting.
- 2D and 3D plotting.

INSTRUCTOR(S):
Dr. Jafarali Parol, Associate Research Scientist in the Infrastructure Risk and Reliability Program, EBRC, KISR
Eng. Hamad Al-Duaj -EBRC, KISR

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers
Scientist
Engineers
Students.

PREREQUISITES:
Bachelor's degree in science/engineering.

DATE and DURATION:
24–28 November 2019
(5 days)
9:00 am–1:30 pm

FEES:
KD100 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Adobe Photoshop CS6 Level 1 & Level 2

PURPOSE:
Photoshop is a leading graphic creation application, popular among graphic designers, illustrators, and photographers. Photoshop's numerous features work together to provide a comprehensive toolset for you, the design professional. This course delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how these techniques can be used in combination to create exciting visual effects.

OBJECTIVES:
At the end of the course, participants will be able to:

- Identify the basic components of the Photoshop workspace and Adobe Bridge.
- Define image size, resolution, and color modes.
- Work with selection tool and layers.
- Make image enhancements and adjustments.
- Open and modify an image in Camera Raw.
- Prepare images for print and web.
- Draw images by using raster tools such as brushes, stamps, erasers, and gradients.
- Create visuals by using vector tools such as the pen, shape, and type tools.
- Create special effects and streamline workflow by using advanced layer tools such as masks, filters, layer styles, smart objects, and layer comps.
- Streamline your workflow with actions and batch processing.
- Create videos and animate graphics within your videos.
- Draw images by using raster tools such as brushes, stamps, erasers and gradients
- Create visuals by using vector tools such as the pen, shape and type tools.
- Create videos and animate graphics within the video.
- Streamline the workflow with actions and batch processing.

INSTRUCTOR(S):
Eng. Abdulrahim Taha
Bachelor in Computer Science – United Arab Training Center

LOCATION:
Human Resources Development & Conferences Center, KISR (AL FALAK)

PARTICIPANTS:
Professional or amateur photographers, who want to use the robust features of Photoshop to enhance, modify and organize their photographs, and anyone interested in working toward the adobe Visual Communications using Photoshop certification.

PREREQUISITES:
Participants should have a basic comfort level with digital photography. They should also have basic computer skills and understand how to launch an applications, browse to locate and open files and can navigate to on-screen elements using a mouse or other navigational devices.

DATE & DURATION:
Dates : 8–12 December 2019
Duration : 5 days
Time : 9:00 am–1:00 pm

FEES:
KD75 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Microsoft Office Excel 2013: Advanced

PURPOSE:
The main aim of this course is to provide participants with the necessary skills and knowledge to be able to independently analyze and manage data using Excel and to gain confidence in developing models and performing sensitivity analysis.

OBJECTIVES:
At the end of the course, participants will be able to:

- Improve skills in applying Excel tools to properly manage and graph data and generate summary results.
- Enhance knowledge in building models and performing sensitivity analysis
- Improve questionnaire analysis skills using Excel pivot tables and graphs

INSTRUCTOR(S):
Mr. Ahmad El Sandakly
Bachelor of Business Computer – New Horizons Institute

LOCATION:
Human Resources Development & Conferences Center, KISR (AL FALAK)

PARTICIPANTS:
Researchers/ Professionals who wish to learn how to better manage and analyze their data using Excel.

PREREQUISITES:
Participant will need to have basic knowledge of Microsoft office Excel.
Bachelor›s Degree

DATE & DURATION:
Dates : 15–16 December 2019
Duration : 2 days
Time : 9:00 am–1:00 pm

FEES:
KD75 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

Statistical Analysis System: Introduction & Intermediate

PURPOSE:
This course is an introduction to the principles of statistics as it applies to the understanding and interpretation of the data with stress to apply and interpret the results of a variety of statistical techniques from descriptive aspect, it emphasizes on the fundamental concepts in statistics including sampling, experimentation, variability, distribution, association, causation, also on data presentation and description in the environmental field and on basic probability concepts, probability distributions and simple linear regression and correlation.

OBJECTIVES:
Upon completion of the course, you will be able to:

- Define the meaning of descriptive statistics and statistical inference.
- Distinguish between a population and a sample.
- Explain the purpose of measures of location, variability, and skewness.
- Calculate probabilities.
- Explain the difference between how probabilities are computed for discrete and continuous random variables.
- Recognize and understand discrete probability distribution functions, in general.
- Identify confidence intervals for means and proportions.
- Explain how the central limit theorem applies in inference.
- Calculate and interpret confidence intervals for one population average and one population proportion.
- Differentiate between Type I and Type II errors.
- Compute regression equations for data.
- Use regression equations to make predictions.
- Conduct and interpret ANOVA (Analysis of Variance).

INSTRUCTOR(S): Dr. Sameh Tamim - New Horizons Institute

LOCATION: Human Resources Development and Conferences Center, KISR

PARTICIPANTS: Anyone who wants to learn the basics of statistics

PREREQUISITES: The most important background to bring into this course is ability to think abstractly. In addition, students will find it easier if they have a good understanding of algebra at the level of high school Algebra, but they will be used. This material will be reviewed during the lectures

DATE and DURATION: 22–24 December 2019 - (3 days) - 9:00 am–1:00 pm

FEES: KD100 participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON: For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

ICDL: International Computer Driving License

PURPOSE:
The International Computer Driving License (ICDL) is developed to raise the level of knowledge about Information Technology (IT) and increase the level of competence in using personal computers and common computer applications for all the citizens of the world.

OBJECTIVES:
At the end of the course, participants will be able to:
Understand the basics of computer and basic knowledge and skills related to using your computer and hardware

- Understand the use of the internet to identify and retrieve information, internet communication and Email.
- Demonstrate the work of spreadsheets and skills to create, format, review and correct spreadsheets, use equations and functions, as well as creating graphs and tables.
- Demonstrate competence in using presentation software.
- Understand the basic concepts related to spreadsheets and use spreadsheet application to create and edit tables, forms and reports as well as prepare and distribute outputs.
- Create a simple database and view the database content in various modes.
- Understand Web Browsing and online security concepts.
- Understand concepts of online communities, communications and e-mail.

INSTRUCTOR(S):
Eng. Sameh Hedehed - Bachelor in Management Science and Computer - The inspire Institute

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Whatever your role is in society with ICDL Standard Profile Certification, you can choose the modules most relevant to you and are certified.

PREREQUISITES:
There are no formal prerequisites for this course

DATE and DURATION:
12–30 January 2020
(15 days)
9:00 am–2:00 pm

FEES: KD250 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:

For further information, please contact the Training Section through:

Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw

MATLAB: Advanced

PURPOSE:
Technological advances in many engineering and scientific applications have drastically increased the mathematical complexity of the problem. MATALAB allows users to leverage its inbuilt applications for computationally intensive tasks and it is a powerful and useful programing tool for engineers and researchers. MATLAB can be used to solve, nonlinear polynomial functions, complex differential equations representing engineering problems. These factors make MATLAB an excellent tool for engineering and research applications. This course in intended to provide a some advanced application/tools of MATLAB.

OBJECTIVES:
The primary objective of this course is to help the participants learn some advanced applications of MATLAB in engineering and research. The emphasis in this course is learning by doing.

INSTRUCTOR(S):
Dr. Jafarali Parol
Associate Research Scientist in the Infrastructure Risk and Reliability Program, EBRC, KISR
Eng. Hamad Al-Duaj
EBRC, KISR

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers/Scientist/Engineers/Students.

PREREQUISITES:
Bachelor's degree in science/engineering
Basic of MATLAB

DATE and DURATION:
Dates : 9–12 February 2020
Duration : 4 days
Time : 9:00 am–1:00 pm

FEES:
KD100 per participant inclusive of materials and snacks. Organizations that sponsor more than 2 participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. Razan Ismail
Tel (direct): (+965) 24989587
rismail@kisr.edu.kw


LEARNING
KNOWLEDGE
EXPERIENCE
SKILLS
ABILITY
COMPETENCE
TRAINING
GROWTH

Management Programs

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برنامج اللياقة الذهنية وقوة تنشيط الذاكرة

الهدف العام:
تدريب المشاركين على أهمية تنشيط القدرات الذهنية و أثرها على التميز المهني بين الأفراد مع تعريف المشاركين بأساليب عمل العقل البشري وأسلوب الخريطة الذهنية في الاستيعاب وتذكر المعلومات وتدريبات ذهنية متقدمة على أسلوب تحسين قدرات الذاكرة وتحديث النموذج الذهني للأفراد .

الأهداف التفصيلية:
- ماهية اللياقة الذهنية و كيف نثريها في حياتنا اليوميه ؟
- الأثر الإيجابي للياقة الذهنية وتميز النموذج الذهني ونمط التفكير في الأداء المهني
- أساسيات اللياقة الذهنية ومهارة تشغيل القدرات الكامنة لدي الأفراد وتحليل مقوماتها
- أسلوب الترسيم الذهني والتفكير التأملي وأثره الفعال في تنشيط القدرات الذهنية .
- اكتشاف الطاقات المخبوءة لدى المشاركين من خلال الاستبانات و فرق العمل
- العلاقة المباشرة بين المخ الايمن و الايسر مع تدريبات اللياقة الذهنية
- أهمية عنصر اللياقة الذهنية في عملية التطوير كأهم مقومات النجاح الوظيفي
- تمارين المخ " BRAIN GYM "

المحاضر:
الدكتور/ خالد العنزي
دكتوراة في فلسفة التربية (علم النفس التربوي) و مدرب معتمد.

الفئة المستهدفة :
جميع الفئات.

المكان:
مركز التنمية البشرية والمؤتمرات - معهد الكويت للأبحاث العلمية، الشويخ.

لغة الدورة: العربية
تاريخ انعقاد الدورة: 15-19سبتمبر 2019

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

المنسق:
للاستفسار يرجى الاتصال على **السيدة/ شهد الجزاف**
هاتف رقم 24989095
الايميل: skjazzaf@kisr.edu.kw

القيادة والتفكير الاستراتيجي

الهدف العام:
تعزيز مهارة التفكير الإبداعي والإبتكار وإطلاع المشاركين على قواعد ومفاهيم التفكير الإبداعي وقواعد التفكير التحليلي وأثر ذلك على التميز والقيادة الفعالة.

الأهداف التفصيلية:
- الإبداع في العمل القيادي
- أساسيات التفكير الإبداعي
- أساسيات التفكير الابتكاري
- التفكير الإبداعي وكفاءة الاتزان في الإدارة والقيادة
- جدارة القيادة التحويلية وتحديات المستقبل
- التخطيط الأستراتيجى ووضع الأهداف

الفئة المستهدفة :
كل من له الإهتمام بالتفكير الإبداعي والإستراتيجي ويمكنه الاستفادة منه في مجال عمله

المكان:
مركز التنمية البشرية والمؤتمرات – معهد الكويت للأبحاث العلمية، الشويخ.

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
6–10 أكتوبر 2019

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
الدكتورة / سعاد زيد الزيد

المنسق:
للاستفسار يرجى الاتصال على **السيدة/ شهد الجزاف**
هاتف رقم 24989095
الايميل: skjazzaf@kisr.edu.kw

منهجية كايزن في تحسين الأداء

الهدف العام:
يهدف هذا البرنامج إلى التعرف على الثقافة اليابانية في الحياة والأسلوب الياباني في الادارة والتنمية والعمل، وامكانية الاستفادة من هذه التجربة الفريدة في تنمية الذات، وصقل مهارات المتدربين الادارية والمهنية، والتيقن بأن الأحلام قد تصبح يوما ما حقيقة.

الأهداف التفصيلية:
في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على فلسفة الكايزن اليابانية والتفريق بينها وبين بقية عمليات التحسين المستمر.
- تحديد الهدر (الأنشطة ذات القيمة غير المضافة) وذلك في العمليات أو الوقت أو الموارد في العمل.
- التعرف على طرق تحليل المشكلات في كايزن.
- التعامل مع النهج التدريجي والبسيط لعمليات التحسين المستمرة في كايزن.
- التعرف على المهارات الادارية المطلوبة لتطبيق عمليات كايزن للتحسين المستمر.
- التعرف على مهارات واجراءات حث الموظفين على تبني الكايزن والتعامل معه.

الفئة المستهدفة:
الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:
مركز التنمية البشرية والمؤتمرات – إدارة الموارد البشرية– معهد الكويت للأبحاث العلمية.

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
6–10 أكتوبر 2019

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
الدكتور/ عبدالامير الهندال – دكتوراه في فلسفة ادارة الاعمال.

المنسق:
للاستفسار يرجى الاتصال على **الآنسة /سماح الهاجري**
هاتف رقم 24989459
الايميل: Shajeri@kisr.edu.kw

مهارات إعداد وكتابة التقارير

الهدف العام:
يهدف هذا البرنامج التدريبي إلى تزويد المشاركين بالمهارات والمعارف والمفاهيم الأساسية لإعداد وكتابة التقارير واكتساب مهارة صياغة وكتابة التقارير.

الأهداف التفصيلية:
في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- معرفة الإلمام بالأسس العلمية لإعداد وكتابة التقارير بأنواعها المختلفة.
- التعرف على كيفية تنظيم وعرض المعلومات في التقرير.
- فهم عملية اختيار أكثر النماذج ملائمة لعرض التقرير.
- التعرف على عملية تطبيق الإجراءات المنهجية في الكتابة الإدارية للتقرير بالشكل المضمون الذي يحقق الهدف منها.

الفئة المستهدفة:
الدورة موجهة إلى كافة العاملين في مختلف الإدارات.

المكان:
مركز التنمية البشرية والمؤتمرات – إدارة الموارد البشرية – معهد الكويت للأبحاث العلمية.

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
27–31 أكتوبر 2019
خمسة (5) أيام
9 صباحاً – 2 ظهراً

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
الدكتور/أحمد الحمود
دكتور في إدارة الأعمال / استشاري تدريب

المنسق:
للاستفسار يرجى الاتصال على **الآنسة /بهجة أحمد سيد عبدالصمد**
هاتف رقم 24956540
الايميل:bahmad@kisr.edu.kw

حل المشكلات واتخاذ القرارات

الهدف العام:
تمكين المشاركين في نهاية الدورة من استخدام النظام البنيوي في معالجة المشاكل والقرارات بشكل منهجي واستخدام الأدوات والتقنيات الرئيسية للتحليل وحل المشكلات، القيام بتحليل السبب الجذري الشامل لأي مشكلة وتوضيح استخدام النظم المختلفة في اتخاذ القرارات وتحديد مختلف الطرق المولدة للأفكار الإبداعية والتي يمكن تطبيقها عمليا.

الأهداف التفصيلية:
- التعرف على مفهوم تحليل المشكلات و انواعها.
- توضيح أنواع المشكلات والخطوات الستة لحل المشكلات.
- فهم المدخل الابتكاري في تحليل وحل المشكلات .
- الإلمام بالسمات الشخصية التي تؤهل الفرد لتحليل المشكلة وإيجاد الحلول.
- التعرف على تقنيات اتخاذ القرارات اليومية ومبادئ اتخاذ القرار.
- تحديد السلوكيات التي تؤثر على أو تعيق حل المشكلة.

الفئة المستهدفة :
جميع فئات الموظفين المعنيين بمحتوى البرنامج ومن يتطلب نظام عمله ذلك.

المكان:
مركز التنمية البشرية والمؤتمرات – معهد الكويت للأبحاث العلمية، الشويخ

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
3–7 نوفمبر 2019

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
د. أحمد الحمود (فلسفة الدكتوراه في إدارة الأعمال وماجستير إدارة الأعمال)

المنسق:
للاستفسار يرجى الاتصال على **الآنسة/ رزان اسماعيل**
هاتف رقم 24989587
الايميل: rismail@kisr.edu.kw

تنمية مهارات التفكير التأملي والترسيم الذهني

الهدف العام:
تزويد المشاركين بالمعنى الحقيقي لمهارات التفكير وأنواعه وكيفية توظيفه وتنميته وتطويره واستخدامه للتأثير على الآخرين والتفاعل في بيئة العمل والحياة الاجتماعية.

الأهداف التفصيلية:
- أساليب التفكير الابتكاري .
- الإبداع والابتكار .
- ديناميكيات التغيير لتحسين أداء المرؤوسين .

الفئة المستهدفة :
جميع الفئات الوظيفية .

المكان:
مركز التنمية البشرية والمؤتمرات – معهد الكويت للأبحاث العلمية، الشويخ

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
17–21 نوفمبر 2019 (5 أيام)

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
فايز هادي الفضلي

المنسق:
للاستفسار يرجى الاتصال على **السيدة/ شهد الجزاف**
هاتف رقم 24989095
الايميل: skjazzaf@kisr.edu.kw

الماجستير المهني المصغر في ادارة الاعمال MINI MBA

الهدف العام:
يهدف هذا البرنامج إلي تعريف المشاركين بإدارة الأعمال والإدارة المالية والمحاسبة وإدارة الموارد البشرية والمشتريات والتسويق ويهدف هذا البرنامج أيضا إلي تطوير العمل التجاري والمهارات الإدارية والتنظيمية المطلوبة لإعداد المنظمات علي مستويات الإدارة العليا لتحقيق التقدم المهني في العمل وهيكل المنظمة.

الأهداف التفصيلية:
سيتمكن المشارك بنهاية البرنامج باكتساب المهارات التالية:
1. الالمام بمفهوم الادارة الحديثة وتحديثها.
2. اكتساب المهارات اللازمة في عملية اتخاذ القرارات وحل المشكلات الادارية.
3. سيتمكن المشارك بالإلمام بمفاهيم التسويق والقدرة على تسويق افكاره.
4. اكتساب مفاهيم جديدة في عمليات ادارة الموارد البشرية والتدريب.
5. اكتساب المهارات الضرورية في عمليات التفكير والتخطيط والتحليل وصياغة الاستراتيجية والرقابة.
6. الالمام بمفاهيم القيادة الادارية وما تشمله من نظريات وسلوكيات للتعامل مع فرق العمل المختلفة.
7. اكتساب المهارات الضرورية في التعامل مع ضغوط العمل وادارة الوقت وتحديد الاولويات.

الفئة المستهدفة:
جميع فئات الموظفين المعنيين بمحتوى البرنامج ومن يتطلب نظام عمله ذلك.

المكان:
مركز التنمية البشرية والمؤتمرات – معهد الكويت للأبحاث العلمية، الشويخ

لغة الدورة:
اللغة العربية

تاريخ انعقاد الدورة:
1-12/5/ 2019 (5 أيام)

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي)

محاضر الدورة:
د. ناصر المشعل

المنسق:
للاستفسار يرجى الاتصال على **السيدة/ شهد الجزاف**
هاتف رقم 24989095
الايميل: skjazzaf@kisr.edu.kw

مهارات التفاوض

الهدف العام:
يهدف هذا البرنامج إلى تنمية قدرات المشاركين بالمهارات الاساسية التي تستخدم في عملية التفاوض من خلال مراحله المختلفة.

الأهداف التفصيلية:
في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على ماهية التفاوض ومهاراته... الأسباب والدواعي.
- المبادئ التي تحكم عملية التفاوض.
- المدخل الشمولي في عملية التفاوض .
- تحديد الاخطاء الشائعة التي تمارس عند التفاوض وشرح طرق تجنبها .
- التعرف على التهيئة والاعداد المسبق الجيد لعملية التفاوض.
- كيفية التعامل مع الخصم في حال لجوئه الى هذه الاستراتيجيات.
- تحديد معايير الحكم على نجاح عملية التفاوض.

الفئة المستهدفة :
الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:
مركز التنمية البشرية والمؤتمرات - إدارة الموارد البشرية- معهد الكويت للأبحاث العلمية.

لغة الدورة:
اللغة العربية.

تاريخ انعقاد الدورة:
22-26 ديسمبر 2019.

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي).

محاضر الدورة:
د / شذا الفايز - استشاري سلوكي واجتماعي.

المنسق:
للاستفسار يرجى الاتصال على **الآنسة /ابتسام سنام**
هاتف رقم 24956516
الايميل: esenam@kisr.edu.kw

PMPI

OBJECTIVES:
This intensive course will provide the participants with the most innovative way to prepare for the pump certification

INSTRUCTOR(S):
Dr. Nabil qurtom
Dr. Jamal al hobail

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
All Professional

PREREQUISITES:
No prerequisites

DATE & DURATION:
22-26 December 2019,
5 days.
9:30 a.m. – 1:30 p.m.

FEES:
KD250 /participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Mr. Abdullah Alnassar
Tel (direct): (+965) 24989398
Email /anasar@kisr.edu.kw

السعادة والايجابية في بيئة العمل

الهدف العام:
يهدف هذا البرنامج إلى تعريف المشاركين على بعض المفاهيم والتجارب التي يستطيع من خلالها أن يحقق سعادة بلا حدود في مجال الوظيفة والحياة .

الأهداف التفصيلية:
في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:

- التعرف على أسس السعادة.. النجاح وتحقيق ماتريد.
- كيفية التغلب على ما يعوقك للوصول الى ما تحب- معرفة شخصيتك عن طريق حلك لمشكلاتك .
- صناعة السعادة والعلاقات الانسانية.
- التعرف على أنواع القدرات الداخلية واستغلالها الى الوصول الى ما تحب ويسعدك.
- الطاقة الذاتية ومفاتيح السعادة بلا حدود.

الفئة المستهدفة :
الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:
مركز التنمية البشرية والمؤتمرات – إدارة الموارد البشرية – معهد الكويت للأبحاث العلمية.

لغة الدورة:
اللغة العربية.

تاريخ انعقاد الدورة:
22–26 ديسمبر 2019

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي).

محاضر الدورة:
الدكتور/ عبدالامير الهندال – دكتوراه في فلسفة ادارة الاعمال.

المنسق:
للاستفسار يرجى الاتصال على **الآنسة /سماح الهاجري**
هاتف رقم: 24989459
الايميل: Shajeri@kisr.edu.kw

PMP2

OBJECTIVES:
This is part two of an intensive course that will provide the participants with the most innovative way to preqare for the pmp certification.

INSTRUCTOR(S):
Dr. nabil qurtom
Dr. Jamal al hobail

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
All Professional

PREREQUISITES:
No prerequisites

DATE & DURATION:
2-6 February 2020,
5 days.
9:30 a.m. – 1:30 p.m.

FEES:
KD250 /participant inclusive of materials and snacks.
Organizations that sponsor more than two participants will be given a 10% discount on course fees.

CONTACT PERSON:
For further information, please contact the Training Section through:
Mr. Abdullah Alnassar
Tel (direct): (+965) 24989398
Email /anasar@kisr.edu.kw

كيفية إدارة العمل تحت الضغوطات

الهدف العام:

يهدف هذا البرنامج إلى تنمية مهارات المشاركين في تخطيط وحسن إدارة واستثمار الوقت وتعريفهم بمصادر وأنواع ضغوط العمل وإكسابهم خبرات جديدة في مجال التغلب على ضغوط ومتاعب العمل وفقا لأولويات العمل بما يحسن فعالية وكفاءة الأداء الإداري .

الأهداف التفصيلية:

في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:

- التعرف على أهمية إدارة الوقت .
- الطبيعة الحرجة للوقت، ومتطلبات اقتصاديات استغلاله.
- تزويد المشاركين بعوامل التحفز الذاتي لاستخدام الوقت.
- الرياضة الذهنية المساعدة على استثمار الوقت.
- التعرف على عشر خطوات للحفاظ على اللياقة الذهنية.
- مفهومنا نحن ومدرائنا على بعض الأساليب لضبط واستغلال الوقت بفعالية.
- أثر ضغوطات العمل على إدارة الوقت.
-

الفئة المستهدفة :

الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:

مركز التنمية البشرية والمؤتمرات – إدارة الموارد البشرية – معهد الكويت للأبحاث العلمية.

لغة الدورة:

اللغة العربية.

تاريخ انعقاد الدورة:
2–6 فبراير 2020

رسوم المشاركة:

200 د.ك (مائتان دينار كويتي)

محاضر الدورة:

الاستاذ/ صالح البارود– مدرب في التنمية البشرية

المنسق:

للاستفسار يرجى الاتصال على **الآنسة /سماح الهاجري**
هاتف رقم: 24989459
الايميل: Shajeri@kisr.edu.kw

فهم انماط شخصيات الآخرين في بيئة العمل

الهدف العام:
يهدف هذا البرنامج إلى تعريف المشاركين بمفهوم الشخصية وتصنيفها إلى شخصيات حساسة وشكاكة ومزاجية وغيرها من الانماط المختلفة، ليسهل التعامل وتفادي المشاكل مع الآخرين.

الأهداف التفصيلية:
في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- فهم أنماط الشخصيات.
- الفرق بين سمات الشخصية واضراب الشخصية.
- ما هي الشخصية المزاجية؟ وكيف تتعامل معها؟
- ماهي العوامل التي تحدد شخصياتنا.
- التعرف على شخصية زميل العمل وشخصية مديرك وكيف تدير هذه الشخصيات المختلفة؟
- التعرف على تجميع أنواع الشخصيات والتعاون معها.

الفئة المستهدفة :
الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:
مركز التنمية البشرية والمؤتمرات – إدارة الموارد البشرية– معهد الكويت للأبحاث العلمية.

لغة الدورة:
اللغة العربية.

تاريخ انعقاد الدورة:
9–13 فبراير 2020.

رسوم المشاركة:
200 د.ك (مائتان دينار كويتي).

محاضر الدورة:
أ/ جاسر النجدي – بكالوريوس في الاتصال الجماهيري والادارة العامة .

المنسق:
للاستفسار يرجى الاتصال على **الآنسة /ابتسام سنام**
هاتف رقم: 24956516
الايميل: esenam@kisr.edu.kw

معايير وضوابط الترشيح للدورات التدريبية الداخلية

برنامج التدريب الداخلي:

- يتولى البرنامج مسؤولية تنفيذ خطة التدريب الداخلي وفقاً للاحتياجات التدريبية المعتمدة في المعهد، ومتابعة مستوى كفاءة تلك الدورات التدريبية وتحقيقها للفائدة المرجوة، وتطوير تلك البرامج بما ينسجم مع متطلبات الوحدات التنظيمية وخطط التطوير الوظيفي.
- تسويق دورات المعهد التدريبية محلياً وإقليمياً واستقطاب مشاركين من خارج المعهد؛ بهدف تعزيز العلاقات البناءة مع المؤسسات المحلية والإقليمية والعالمية وتطوير برامج التدريب تحقيقاً للكفاءة المطلوبة.

معايير اختيار المرشحين للدورات التدريبية الداخلية:

- يتم اختيار المرشحين للدورات الداخلية بناءً على نتائج تحليل الاحتياجات التدريبية واستناداً إلى القوائم الخاصة بالمرشحين، والتي تعد بواسطة قسم التخطيط الوظيفي، على أن تكون مطابقة للشروط التالية:
- تعطي الأولوية للمرشحين الكويتيين المدرجين في خطة التدريب الداخلي.
- يتم اختيار المرشح حسب أولوية الاحتياج التدريبي كأولوية أولى ومن ثم المرشح صاحب الأولوية الثانية يليه المرشح ذو الأولوية الثالثة.
- التركيز على فئة الفنيين والمهنيين من موظفي المراكز البحثية والقطاعات التقنية المساندة.
- التوزيع العادل للمشاركين بين إدارات ودوائر المعهد.
- يجب عند تقديم ترشيحات الموظفين غير المدرجين في خطة التدريب الداخلي ان يصاحب ذلك المبررات المقنعة في الإدارات المعنية.
- يجب أن يستوفي المرشحون متطلبات البرنامج التدريبي المتفق عليها مسبقاً.
- توافق المشاركين من حيث الفئة الوظيفية، المؤهلات العلمية، الخبرة إذا كانت الدورة التدريبية تخصصية.
- ألا يكون المرشح قد حضر الدورة نفسها في السابق.
- أن يكون المرشح متفرغاً لحضور الدورة التدريبية الداخلية.
- التأكد من جدية المشارك؛ وذلك بالرجوع إلى الخبرات السابقة وتوصية منظمي الدورات الداخلية.
- ألا يتم ترشيح الموظف لدورتين تدريبيتين في نفس الوقت (داخلية، خارجية، محلية، تدريب موجه أو أثناء العمل).

- لا يتم منح شهادة إتمام الدورة للمشارك الذي يخفق في حضور ما لا يقل عن 80٪ من البرنامج التدريبي المرشح له.
- عدم التعارض بين حضور المرشح وأي التزام آخر (بعثة/إجازة سنوية/ غيرها).

الجزاءات:

- تتم كتابة تقرير إلى الإدارة المعنية عن المتدرب الذي يُخفق في حضور ما لا يقل عن 80٪ من البرنامج التدريبي أو الذي يكون تقييمه من قبل منظم الدورة غير مرضي دون تقديم أي عذر مقبول؛ وذلك لاتخاذ الاجراء الملائم على أساس اللوائح المعتمدة.
- على المتدرب الذي يخفق في حضور البرنامج التدريبي أو ينسحب منه بعد مضي الفترة المسموح بها والمحددة من قبل المؤسسة دون تقديم عذر مقبول أن يتحمل رسوم الإلغاء إن وجدت.
- إن كان المتدرب يعتزم التمتع بإجازته قبل البرنامج التدريبي فعليه أن يترك عنواناً للاتصال به لدى دائرة تنمية القوى العاملة، وهو أمر ضروري حيث يمكن أن يتم تعديل أو تأجيل أو إلغاء البرنامج التدريبي.
- أنه في حالة إلغاء ترشيح أي مشارك من قبل جهة خارجية قبل 3 أيام من تاريخ بدء البرنامج التدريبي تتحمل الجهة المرشحة دفع رسوم تكلفة المشاركة في البرنامج التدريبي لموظيفها بنسبة 15٪ من التكلفة الاجمالية للبرنامج تدفع لمعهد الكويت للأبحاث العلمية.

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