خطة البرامج التدريبية
Training Programs Plan

2016- 2017

Human Resources Division
Manpower Development Department

Training Programs Plan

2016 - 2017

Manpower Development Department (MDD)

دائـرة تنـميـة القـوى العـاملـة

Prepared by:

Nisreen Maswadeh

Nourah Bohaimed

Shyma Al -Tukhaim

Introduction

Kuwait Institute for Scientific Research (KISR) is aware of the importance and effectiveness of training that 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 2016-2017. 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 Resources Division
Manpower Development Department
Training Section

Contact us for further information:

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Anwar Al–Rashid	aalrashid@kisr.edu.kw	**9434**
Talal Al–Awadhi	training@kisr.edu.kw	**9447**
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Ebtisam Sanam	esenam@kisr.edu.kw	**6516**

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

Environment & Life Sciences Research Center

10	Professional Ethics in the Workplace
11	Energy Recovery from Plastic Solid Waste
12	Coastal Environment Assessment Tools
13	Desert Technologies in Present and Future Perspectives
14	Advanced Approaches for Controlling DLDD
15	Radiation Protection and Safe Handling of Radioactive Material
16	Applied Regression Analysis Using R
17	Computational Fluid Dynamics Step by Step (ANSYS FLUENT)
18	Environmental Analysis (STATISTICS/SPSS)
19	Indoor Air Quality Experience and the Best Management Practice
20	Introduction to Applied Statistics Using R
21	Environmental Impact Assessment: An Introduction Course
22	MATLAB Fundamentals and Application for Solving Environment Problem
23	Mercury Source, Emissions, and Effects
24	Ocean Acidification and Effects on Marine Environment
25	Plant Physiological and Growth Processes Measurements From Single Plant to Community Level
26	Precision Irrigation Scheduling in Date Palm
27	Modular Agricultural Production Systems (MAPS)
28	Microbial Identification and Phenotypic
29	Technique for Successful Writing of Scientific Papers for Journals
30	Marine Phytoplankton Course: Taxonomy and Ecology of Marine Harmful Microalgae
31	Advanced Applications of R Statistical Software in Biological Sciences
32	Irrigation Management: Methods and Technology to Conserve Water and Increase Productivity
33	Ecological Restoration of Mangroves Under Arid Conditions

Energy & Building Research Center

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36	Data Analysis Using SPSS
37	Probabilistic Simulation and Forecasting using Crystal Ball Software
38	Scanning Electron Microscope (SEM), Operation, and Application

Environment & Life Sciences Research Center

ELSRC

The Environment and Life Science Research Center is developing transfer advanced techniques to protect the environment and to promote food production and utilization of natural resources through applied research and studies that contribute in maintaining the quality of life of citizens and the environment in the State of Kuwait.

Professional Ethics in the Workplace
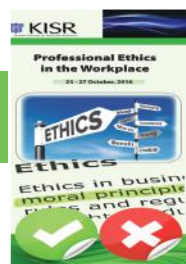
PURPOSE:

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 beliefs and every institutes rules and regulations that administer and direct an employee's behaviour.

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 and practices 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, respecting superiors and chain of command, taking decisions based on ones morals and at the same time being professional, challenging the system in a professional manner and identifying with general professional conduct. Attendees will be able to know 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.

✓ know constitutes an ethical and professional practice.

✓ Understand the definition of main terms used in the area of professional conduct.

✓ Understand different scientific ethics are from general work ethics.

✓ Know how to be a professional in your workplace.

✓ know What is a conflict of interest and how to avoid it.

✓ Understand Main plagiarism issues in the workplace.

✓ Know Confidentiality and the protection of client's interests.

✓ Respect superiors, chain of command and others.

INSTRUCTOR(S):

Dr. Sultan Al-Salem (KISR)
Dr. Abdul Rehman Khan (KISR)
Dr. Ashraf Ramadan (KISR)

LOCATION:

Human Resources & 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 employees in public and private work force, managers and decision taker and Makers.

PREREQUISITES:

Knowledge of English

DATE & DURATION:

23 – 27 October 2016
Five days

FEES:

KD 250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Energy Recovery from Plastic Solid Waste

PURPOSE:

No one can deny that we live in an era that is governed by plastic materials. Plastics control our day - to - day functions and have replaced all classical materials that are typically used in building and construction, automobile, aviation, agricultural, and leisure, an industries. Henceforth, we need to understand the ultimate goal in designing a specific product of plastic and make sure that it fulfils its life cycle, from cradle (polymerization) to grave (waste management). To this end, plastic solid waste (PSW) accumulation due to the increase in plastic materials use is a subject matter that is regularly discussed and modified amongst scientific circles. Not to mention the fact that PSW encompasses immense energy due to its nature and origin. To this end, this course is intended to deliver clearly the message of ultimate recovery of chemicals and energy from PSW in an environmentally sound manner and with a properly engineered design. The course will cover the basic polymerization and depolymerization technologies that both result in plastic materials and the chemicals that constitute them. It will cover the ultimate energy recovery via thermal and thermo-chemical technologies, and potential chemical industry integration. Such energy and chemical recovery schemes can aid in reducing the carbon footprint and direct environmental burdens of plastic materials (including tyres and other polymeric materials). It will be conducted in five days' time at (KISR).

OBJECTIVES:

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

/ Understand the basic polymerization and depolymerisation technologies.

/ Explain the origins of plastic materials.

/ Appraise plastic solid waste (PSW) accumulations and trends.

/ Understand plastic waste management and means of recovery.

/ Discuss the ultimate engineering solutions for plastic and waste tyres recovery from thermal and thermo-chemical means.

/ Showcase potential integration for energy recovery technologies with existing chemical industries.

INSTRUCTOR(S):

Dr. Sultan Al-Salem (KISR)
Dr. B.K. Sharma (External)

LOCATION:

Human Resources & Conferences Center, KISR

PARTICIPANTS:

Scientist, professionals, technicians, government officials working in the fields of energy, power and environment, chemical industry professionals, environmental agency manpower, decision makers of waste strategy, oil & gas sector professionals, plastic converters and producers in the private sector, and recycling and recovery companies.

PREREQUISITES:

Knowledge of English.

DATE & DURATION:

18-22 December 2016
 Five days

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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Coastal Environment Assessment Tools

PURPOSE:
- Description of coastal environments.
- Description of water quality concepts and parameters.
- Description of nearshore hydrodynamics and processes.
- Introduction to tools related evaluation, assessment, and observation of above mentioned.

OBJECTIVES:
At the end of the course, participants will be able to:
- Better understand coastal environments, water quality, and related physical concepts.
- Understand the process of carrying out an environmental impact assessment (EIA) and employing related software to EIA development.
- Recognize the components of a geographic information system (GIS) and how it can be utilized in coastal projects.
- Appreciate water quality modelling techniques.
- Understand coastal environment hydrodynamic processes (e.g., sediment transport, erosion etc.) and related modelling techniques.
- Appreciate general field instruments used in the study of coastal processes.

INSTRUCTOR(S):
Dr. Bassam Shuhaibar (KISR)
Dr. Tanuspong Pokavanich (KISR)
Dr. Alanoud Al-Ragum (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
- Scientists.
- Engineers/consultants.
- Researchers.
- Decision-makers and managers.

DATE & DURATION:
27 Nov – 1 Dec 2016
Five days

FEES:
KD 250 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. **Shahad Al Jazzaf**
Tel (direct): (+965) 24989019

Desert Technologies in Present and Future Perspectives
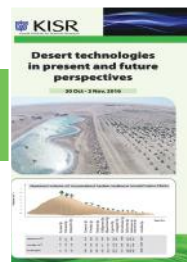
PURPOSE:

This course is framed to provide sufficient knowledge on desert technologies techniques. Assessment and monitoring, determining the nature, characteristics and causes of flash floods and selection of appropriate strategies to control flash floods will be the main core of the courses. The course will include various lectures, discussions, assignments and field trips.

OBJECTIVES:

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

✔ Gain knowledge about desert technologies in Kuwait and surrounding regions.

✔ Evaluate statistically the desert technologies in relation to time and other meteorological data.

✔ Determine socioeconomic effect of desert technologies.

INSTRUCTOR(S):

Dr. **Ali M. Al-Dousari** (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Diploma/BS degree or equivalent in biology, agriculture, geology, geography, chemistry, environmental engineering

PREREQUISITES:

Participant should have academic degree or equivalent and English and Arabic knowledge to understand the lectures and discussions

DATE & DURATION:

13-17 November 2016
Five days

FEES:

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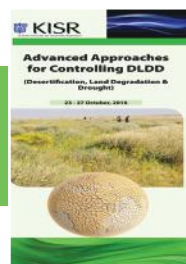
CONTACT PERSON:

For further information, please contact the Training Section through:
Ms. **Shahad Al Jazzaf**
Tel (direct): (+965) 24989019

Advanced Approaches for Controlling (Desertification, Land Degradation & Drought)

PURPOSE:

This course is designed to provide recent information and case studies on sustainable techniques for halting and reversing desertification/land degradation and managing drought.

OBJECTIVES:

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

⟋ Understand the effects of land degradation and climate change on ecosystems productivity

⟋ Review up-to-date lists of definitions including LDN (Land Degradation Neutrality)

⟋ Characterize action plans for combating desertification (UNCCD approach)

⟋ Assess the multi-benefits of eco-friendly materials and their application in Land degradation control

⟋ Contribute to long term monitoring of land degradation & drought

⟋ Analyze a number of success stories in managing land degradation in arid region

INSTRUCTOR(S):

Prof. Raafat Misak (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

B.Sc. or M.Sc. degrees or equivalent in botany, zoology, agriculture, soils, remote sensing and GIS, civil & chemical engineering, environmental studies, geology, geography, water resources, chemistry.

PREREQUISITES:

Academic degree (B.Sc. or M.Sc.) in physical and biological sciences with a good background in English

DATE & DURATION:

23 – 27 October 2016
Five days

FEES:

KD 250 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. **Shahad Al Jazzaf**
Tel (direct): (+965) 24989019

Radiation Protection and Safe Handling of Radioactive Material
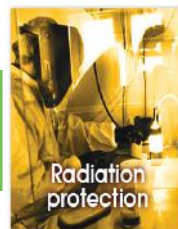
PURPOSE:

This course is framed to provide sufficient knowledge on radiation protection and how to safely handle radioactive material.

OBJECTIVES:

At the end of the course, participants will be able to understand the safety and security aspects related to using ionizing radiation sources ensuring protection of themselves and other employees

INSTRUCTOR(S):

Mr. Abdulaziz Mansour Aba (KISR)
Ms. Anfal Ismaeel (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Researchers, professionals and technicians staff working with radiation source.

PREREQUISITES:

Participant should have knowledge of English to understand the lectures and discussions.

DATE & DURATION:

7-9 November 2016
3 days

FEES:

KD 150 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. **Shahad Al Jazzaf**
Tel (direct): (+965) 24989019

Applied Regression Analysis Using R

PURPOSE:
Regression in R statistical software and its application in applied multidisciplinary research , Applied regression analysis and data interpretation ,Graphing regression inferences and post regression analysis

OBJECTIVES:
At the end of the course, participants will be able to:
⟋ Revise basic concepts in applied regression analysis
⟋ Interpret regression inferences
⟋ Use R for pre regression data exploration and validation
⟋ Use R for summarizing regression inferences
⟋ Use R for regression modeling and post regression validation

INSTRUCTOR(S):
Dr. Mohammad Alkhamis (KISR)
Mr. Abdulaziz Al Saffar (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
⟋ Professionals and Researchers from any applied research field (biology, engineering, water, etc.).
⟋ Minimum academic qualifications BSc

PREREQUISITES:
Basic knowledge in statistics including basic hypothesis testing of parametric and distribution free data as well as analysis of variance (ANOVA), completed the in-house KISR training course titled "Introduction to applied statistics using R"

DATE & DURATION:
5-9 February 2017
Five days

FEES:
KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Computational Fluid Dynamics Step by Step (ANSYS FLUENT)

PURPOSE:
Computational fluid dynamics (CFD) is widely used in simulating a flow of fluid (liquid or gas) in a given geometry. It is often used to assess the performance of engineering devices, to explore in a cost-effective manner several competing designs, or to provide understanding of flow processes within or around a given configuration.

It is essential to have an excellent understanding of each of six key stages to produce an accurate CFD simulation. These key stages include creating or importing your geometry into ANSYS Fluent software; creating a computational grid; choosing the best algorithm for your problem; running the simulation; verifying the results and finally post-processing the data.

OBJECTIVES:
At the end of the course, participants will be able to:
✓ Use ANSYS Fluent Code
✓ Set up the most appropriate CFD model (in terms of boundary conditions, material properties, solution control parameters, solution monitor, etc.) for the problem at hand
✓ Set up the most appropriate turbulence model for their particular applications
✓ Describe how and extract the required results and plots from the wealth of information available at the solution stage

INSTRUCTOR(S):
Dr. Mohamed F. Yassin (KISR)
Dr. Ashraf Ramadan (KISR)
Dr. A.R. Khan (KISR)
Mrs. Layla T. Al-Awadi (KISR)
Dr. Mufreh S. Al-Rashidi (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
This course is aimed at engineers, scientists, technicians, and government officials who would like to gain an insight into this technology and some of its vast range of capabilities.

PREREQUISITES:
✓ Knowledge of English
✓ Basic knowledge of computer

DATE & DURATION:
4-8 December 2016
Five days

FEES:
KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Environmental Analysis (STATISTICS/ SPSS)

PURPOSE:

This five-day course introduces to classical statistics, which remains a commonly used tool in environmental studies. Lectures provide an introduction to statistical theory, and practical classes the opportunity to put the theory into practice using the SPSS program. The idea is to provide you with a grounding in statistics and data analysis that you can build on (and refer back to) in subsequent years when you need to use statistics in your coursework and project work

OBJECTIVES:

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

⟋ Decide which statistical method is most appropriate for the problems they meet

⟋ Apply the methods appropriately to investigate their data.

INSTRUCTOR(S):

Dr. Mohamed F. Yassin (KISR)
Dr. Mufreh S. Al-Rashidi (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

The course is suitable for non-statistician to learn SPSS, whether you are an engineer, scientist, technician, or government official working in afield of environment

PREREQUISITES:

- Knowledge of English
- Basic knowledge of computer

DATE & DURATION:

13-17 November 2016
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Indoor Air Quality Experience and the Best Management Practice
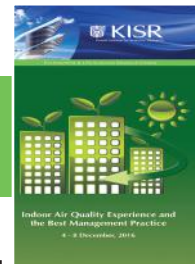
PURPOSE:

The aim of this course is to provide participants with knowledge and understanding of basic concepts of air pollution in general and indoor air quality specifically, its effects on human health adversely influencing our learning, and decision-making abilities and strongly affecting our social behavioral aspects at present and in future.

OBJECTIVES:

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

⟋ Identify emission sources, sampling, standard analytical methods, and iso-kinetic sampling.

⟋ Acquaint themseves with new building materials, sustainable the least energy rating housing

⟋ obtain basic understanding of air pollution control, improvement of indoor air quality (IAQ), pollution prevention techniques, ultimate fate of the pollutants

INSTRUCTOR(S):

Mrs. Layla T. Awadi (KISR)
Dr. A.R. Khan (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Professionals, operational engineers and technicians, health safety and environment employees in process industries, schools, colleges, universities management staff, commercial, recreational halls management staff.

PREREQUISITES:

⟋ Civil, chemical and mechanical engineers, chemistry graduates and any participant with environment background are welcom.

⟋ Proper knowledge of the English language.

⟋ Good computer skills.

⟋ (The medium of instruction can be changed to Arabic, if there is a demand for that).

DATE & DURATION:

4 - 8 December 2016
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Introduction to Applied Statistics Using R
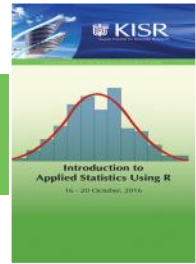
PURPOSE:

R statistical software package and its application in applied multidisciplinary research, applied statistics, experimental design, and data interpretation and graphing statistical inferences

OBJECTIVES:

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

- Revise basic concepts in applied statistics
- Interpret statistical inferences
- Use R for data exploration and basic inferences
- Use R for graphing summaries of statistical inferences
- Use R for basic hypothesis testing and experimental designs

INSTRUCTOR(S):

Dr. Mohammad Alkhamis (KISR)
Mr. Abdulaziz Al Saffar (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

- Professionals and researchers from any applied research field (biology, engineering, water, etc.)
- Minimum academic qualifications BSc

PREREQUISITES:

Basic knowledge of statistics

DATE & DURATION:

16 - 20 October 2017
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Environmental Impact Assessment: An Introduction Course

PURPOSE:

The course is intended to provide participants basic skills for conducting environment impact assessment (EIA). The course will provide the participants knowledge of the principles of EIA and steps for conducting an EIA. Case studies will be presented to the participants and an introductory course on the use of rapid impact assessment matrix software to carry out an EIA study. It will be useful for graduates, researchers, mid-level management involved either in undertaking EIA or in EIA evaluation.

OBJECTIVES:

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

✔ Provide, history, timing and rational for conducting EIA

✔ Explain steps involved in developing an EIA

✔ Analyze data needs for EIA

✔ Introduce to RIAM with case studies

✔ Prepare of an EIA Report

INSTRUCTOR(S):

Dr. S. Uddin (KISR)
Dr. A.N. Al-Ghadban (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Professionals, researchers and mid-management staff will be the most suited audience. However anyone who is currently interested in environmental issues or plans a career in environmental sciences can participate.

PREREQUISITES:

Bachelor's degree and computer literacy

DATE & DURATION:

8 – 12 January 2017
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

MATLAB Fundamentals and Application for Solving Environment Problem

PURPOSE:

The course introduces 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:

✎ enter and manipulate data.
✎ Learn how to plot graphs.
✎ Write programs and more
✎ Develop all the skills one needs to use MATLAB effectively
✎ use MATLAB in their project work

INSTRUCTOR(S):

Dr. Mohamed F. Yassin (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

The course is suitable for anyone wanting to learn MATLAB, whether you are an engineer, scientist, technician, or government official who is working in the field of environment

PREREQUISITES:

✎ Knowledge of English
✎ Basic knowledge of computer

DATE & DURATION:

20-24 November 2016
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Mercury Source, Emissions, and Effects

PURPOSE:

The aim of this course is to provide participants understanding of basic concepts of metallic mercury use in present day in general and mercury pollution specifcally, its effects on human health adversely influencing our learning, decision making abilities and physical health. Mercury poisoning among expected mothers has grave consequences of causing severe disabilities in early stage of development in fetuses due to its neurotoxicity.

OBJECTIVES:

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

✎ Identify of mercury sources, properties, and uses.

✎ Understand Consequences of mercury emissions

✎ Understand mercury pollution, control strategies adopted for pollution prevention and ultimate fate of the pollutants

INSTRUCTOR(S):

Mrs. Layla T. Awadi (KISR)
Dr. A.R. Khan (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Professionals, operational engineers and technicians, Health Safety and Environment employees in process industries, educational, governmental management staff, commercial and recreational halls management staff.

PREREQUISITES:

✎ Civil, chemical and mechanical engineers, chemistry graduates and any participant with environment background is welcome.

✎ Proper knowledge of the English language.

✎ Good computer skills.

✎ (The medium of instruction can be changed to Arabic, if there is a demand for that).

DATE & DURATION:

29 January-2 February 2017
Five days

FEES:

KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Ocean Acidification and Effects on Marine Environment
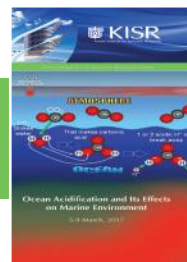
PURPOSE:
The course is intended to provide participants basic knowledge on the process of ocean acidification (OA) and how the marine environment reacts to the acidifying waters. The course will provide the participants knowledge of the principles of OA, causes of OA, major stressors, processes and organisms impacted. Case studies will be presented to the participants from different oceans and coastal waters. It will be useful for graduates, researchers, mid- level management involved either in doing OA experiments or engaged in climate change research.

OBJECTIVES:
At the end of the course, participants will be able to:
⁄ Understand OA's - concept and status
⁄ Understand conduct experiments and identify endpoints
⁄ Understand different OA scenarios as per IPCC
⁄ Conduct current research and find future direction

INSTRUCTOR(S):
Dr. Saif Uddin (KISR)
Dr. Sam Dupont (KISR)
Ms. Montaha Behbehani (KISR)
Ms. Lamya Musalam (KISR)
Dr. A.N. Al-Ghaidban (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Professionals, researchers and mid-management staff will be the most suited audience. However, anyone who is currently interested in OA and climate change can participate.

PREREQUISITES:
Bachelor's Degree.

DATE & DURATION:
5-9 March 2017
Five days

FEES:
KD 250 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:
Mr. **Talal Al-Awadhi**
Tel (direct): (+965) 24989447

Plant Physiological and Growth Processes Measurements: From Single Plant to Community Level

PURPOSE:

This course is designed for researchers, scientists, professionals, and others interested and involved in seedling production and plant science research. This course will impart theoretical and practical aspects of plant growth process measurements and link different measurements through which we can carry out objective based assessment relating to plant functioning and growth under different growing conditions.

OBJECTIVES:

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

✓ Understand different plant physiological and growth processes at individual plant level to community level.

✓ Identify specific plant physiological parameters that would best reflect and exhibit the outcome of their research or production process.

✓ Understand how plant growth measurements at individual plant level can be scaled up to represent plant functions at a group or community level.

✓ Know to different protocols and instruments that are commonly used to measure different plant function/growth processes

INSTRUCTOR(S):

Dr. Anisul Islam (KISR)
Dr. Ali M. Quoreshi (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

✓ Scientists and professionals involved/interested in restoration, revegetation and agricultural research/production.

✓ Individuals who are involved with plant nurseries and agencies responsible for plant production and revegetation projects.

✓ Students (both undergraduate and graduate).

PREREQUISITES:

✓ Working knowledge of English.

✓ Basic knowledge of plant life cycle and growth processes.

✓ Interest in plant, plant nutrition and soil sciences relating to desert ecosystems.

✓ Basic research ideas relating to plant productivity and plant ecosystems.

DATE & DURATION:

15-19 January 2017
Five days

FEES:

KD 250 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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Precision Irrigation Scheduling in Date Palm
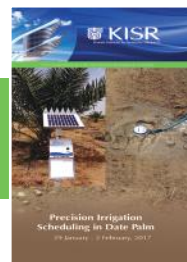
PURPOSE:
The main purpose is to provide knowledge and hands-on training in latest techniques to forecast water requirements and development of precision irrigation scheduling in date palms under Kuwait's harsh climatic conditions.

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

✔ Provide practical training in the determination of real-time crop evapotranspiration, crop coefficients and irrigation requirements using latest sensor and communication technologies.

✔ Get acquaint with forecasting technology.

✔ Provide training in modern irrigation management practices that would maximize water productivity in date palm.

✔ Apply isotope techniques for developing precision irrigation scheduling in date palm.

INSTRUCTOR(S):
Dr. Narayana R. Bhat (KISR)
Dr. Ian R. McCann (KISR)
Dr. Ashok Alva (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
✔ Scientists involved in agriculture water management, Environmental agencies etc.,

✔ Staff from PAAF, EPA, KU and other agencies responsible for executing irrigation projects

✔ Undergraduate and graduate students

PREREQUISITES:
✔ Working knowledge of English
✔ Strong interest in crop production
✔ Basic knowledge of plant physiology

DATE & DURATION:
13-17 November 2016
Five days

FEES:
KD 250 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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Modular Agricultural Production Systems (MAPS)
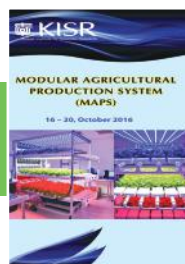
PURPOSE:

The main aim and purpose of this training course is to introduce the participants to the basics of hydroponics, applications, advantages, and research potential of LED lighting systems under controlled environment conditions for the production of plants.

OBJECTIVES:

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

✎ Know the latest developments in controlled environment plant production systems.

✎ Learn basic principles and applications of hydroponics and LED lighting in protected agriculture.

✎ Understand LED lighting technology and the completely computerized automated ARGUS control in a modular agricultural production system.

✎ Carry out laboratory procedures for preparation of nutrient solution and transplantation of plant seedlings.

✎ Visit to a conventional greenhouse to distinguish the advantages and efficiency of closed-type plant factory systems.

✎ Recognize various instruments and methods used for the measurement of plant physiological parameters in protected plant cultivation systems.

✎ Identify possibilities and applications of modular agricultural production systems for production of specific plants as per design and demand.

INSTRUCTOR(S):

Dr. Mohammed Albaho (KISR)
Dr. Krishna Kumar Sugumaran (KISR)
Mr. Binson Mavelil Thomas (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Research professionals and technicians actively engaged in plant science and production, scientists involved in plant science applications and biological research, progressive growers who seek technology edge production systems in protected agriculture.

PREREQUISITES:

Technical and research experience in plant production and biological sciences, personnel with agricultural activities in some kind of soilless culture.

**DATE & DURATION:**

16 - 20 October 2016
Five days

FEES:

KD 250 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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Microbial Identification and Phenotypic Characterization Using Biolog GEN III Combo System
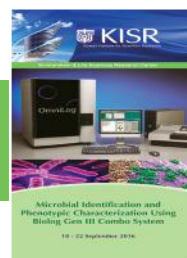
PURPOSE:

An important aspect of any research project involving microorganism is their identification and characterization. Biolog Gen III OmniLog® II Combo System provides a unique solution for both microbial identification and characterization of their cellular functions in a single system. Both capabilities are ideal for pursuing a wide range of studies, from routine species level identification to projects in detailed strain characterization, such as tracking strains that cause product contamination, comparison of nonpathogenic and pathogenic strains, gene and mutant characterization, cell line quality control, and bioprocess improvement. By providing practical demonstration on the equipment that is available in Biotechnology Program laboratories, the course will help researchers and professionals to gain the knowledge and have the skills necessary to utilize its different capabilities.

OBJECTIVES:

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

✐ Understand the technology of Biolog system and the concept behind its different functions.

✐ Get familiarized with Biolog applications in microbial identification and phenotypic characterization.

✐ Learn the different steps involved using Biolog system for microbial identification.

✐ Gain awareness of the supporting software involved in analyzing microbial identification phenotypic characterization data.

✐ Identify the structure of a scientific research paper and the proper content of each section.

INSTRUCTOR(S):

Mr. Fabio Zenna (External)
Ms. Awatif Yateem (KISR)
Mr. Mohamed Waheed Kishk (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

The course is intended for KISR is researchers and professionals in the scientific centers who wish to utilize Biolog Gen III Combo System in their research projects.

PREREQUISITES:

Bachelor's degree or above in biological science

DATE & DURATION:

25-29 September 2016
Five days

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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Technique for Successful Writing of Scientific Papers for Journals

PURPOSE:

Successful scientific paper writing for publication in any reputed journal is an art and science. One of the criteria for a successful career and promotion of scientists and professional staff in any scientific institute is publication of their research work in reputed journals. Many members of scientific staff do impressive scientific works but when it comes to writing journal papers, they lack the technique in many areas, which results in rejection of their paper's. This training course will provide them the step-by-step procedure on how to write successful scientific articles for journals.

OBJECTIVES:

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

✎ Write scientific papers successfully on their own.

✎ Be aware among of importance of clearly writing the up-to-date literature review part while preparing the manuscript for the journal.

✎ Prepare the title, abstract, introduction, methodology, results and discussion, conclusions and reference section for journal papers

✎ Know the article submission process for journals.

✎ Know what to do and what not to do while publishing journal papers.

INSTRUCTOR(S):

Dr. S. Neelamani (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Any researcher and professional involved in research activity can participate in this training course. It will be more useful if the participants have interest and enthusiasm for publishing their research works in reputed journals.

PREREQUISITES:

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

DATE & DURATION:

13-17 November 2016
Five days

FEES:

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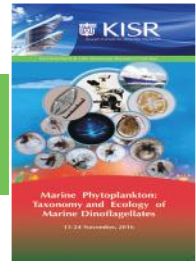
CONTACT PERSON:

For further information, please contact the Training Section through:
Ms. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Marine Phytoplankton Course:
Taxonomy and Ecology of Marine Harmful Microalgae

PURPOSE:

The course will give the participants a basic knowledge of methodology and taxonomic principles for the study of harmful marine microalgae. The course will focus on species common in the Gulf region and in the Western Indian Ocean. It aims at both university students and monitoring personnel. Participants will be introduced to the HAB species within diatoms, dinoflagellates and other groups of flagellates.

OBJECTIVES:

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

⟋ Collect phytoplankton samples as well as benthic samples

⟋ Preserve and process phytoplankton samples for both LM and SEM

⟋ Identify main genera and species of microalgal classes comprising potentially harmful species using LM

⟋ Isolate and maintain cultures of microalgae

⟋ Count phytoplankton samples and understand the statistics behind the method

⟋ Know molecular methods and phylogenetic analysis will be introduced

INSTRUCTOR(S):

Dr. Jacob Larsen (External)
Dr. Manal Al-Kandari (KISR)
Dr. Igor Polikarpov (KISR)
Dr. Maria Saburova (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

The participants can be graduate students, PhD students, post-docs, and young researchers who are interested in taxonomy and ecology of HAB.

PREREQUISITES:

Bachelor's degree or diploma in science

DATE & DURATION:

13-24 November 2016
10 days

FEES:

KD 350 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:
Mr. **Shadad Al-Jazzaf**
Tel (direct): (+965) 24989019

Advanced Applications of R Statistical Software in Biological Sciences

PURPOSE:

R is an open source free software environment that contains countless amounts of highly specialized software packages that can be used to analyze almost all types of biological data. This course will introduce the participants to the multidisciplinary applications of R specialized statistical packages.

OBJECTIVES:

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

⟋ Be aware of R statistical software in general and will have the skills to search, install, and use the packages suitable for their data to analyze.

⟋ Use R statistical software, particularly food web and spatial related specialized statistical packages to analyze and represent their findings in figures.

INSTRUCTOR(S):

Dr. Mohammad Sayed Awad Sayed Ali (KISR)

Dr. Mohammad Alkhamis (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

⟋ This course will be useful for KISR staff, particularly scientific staff; technicians, professionals, and researchers.

⟋ This course will be useful for researchers, professionals, and technicians from other organizations such as EPA, Kuwait University, and PAAFR as well.

⟋ This course will be useful for university and college students, particularly postgraduates.

PREREQUISITES:

None

DATE & DURATION:

4-8 December 2016
Five days

FEES:

KD 250 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:

Mr. **Talal Al-Awadhi**

Tel (direct): (+965) 24989447

Irrigation Management:
Methods and Technology to Conserve Water and Increase Productivity

PURPOSE:

Provide a scientific background to irrigation science with emphasis on understanding how water is used in agriculture in arid climates, how it is applied and how it moves from its source through soil/plant systems in agriculture, and how it can be measured or estimated.

OBJECTIVES:

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

✎ Estimate crop water use and irrigation requirements.

✎ Have basic knowledge of soil/plant/water relations

✎ Have basic knowledge on pressure, pipe flow, pumping and energy use for pressurized irrigation.

✎ Have exposure and practical training on smeasurement technology for the water/soil/plant system.

INSTRUCTOR(S):

Dr. Ian McCann (KISR)
Dr. Ashok Alva (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

✎ Agricultural scientists with an interest in water management

✎ Government agencies with interest in environment and water

✎ Staff from PAAF, EPA, KU and other agencies responsible for executing irrigation projects

✎ Undergraduate and graduate students

PREREQUISITES:

✎ Good working knowledge of English

✎ Basic knowledge of agriculture/physics/mathematics

✎ Familiarity with spreadsheets and basic computer applications.

DATE & DURATION:

22-26 January 2017
Five days

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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Ecological Restoration of Mangroves Under Arid Conditions
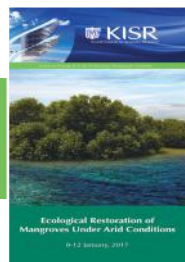
PURPOSE:
The main purpose is to provide people involved in the restoration of coastal ecosystems with knowledge, hands-on training, tools and options used in assessing, designing, implementing and monitoring mangrove rehabilitation projects

OBJECTIVES:
At the end of the course, participants will be able to :
✒ Know coastal hydrology and habitat characteristics that influence restoration of coastal ecosystems.
✒ Obtain hand-on experience in modern techniques of mass propagation and ecological restoration of mangroves under arid climate.
✒ Know basic principles of landscape function analysis and long-term monitoring of coastal and marine ecosystem functioning.
✒ Be familiarize with environment impact assessment in newly established mangrove plantations.

INSTRUCTOR(S):
Dr. Narayana R. Bhat (KISR)
Dr. Saif Udin (KISR)
Ms. Majda Khalil (KISR)
Mr. Roy R. Lewis (External)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
✒ Scientists involved in ecological restoration projects
✒ Environmental agencies etc.,
✒ Staff from PAAF, EPA, KU and other agencies responsible for executing coastal restoration projects
✒ Undergraduate and graduate students

PREREQUISITES:
✒ Working knowledge of English
✒ Strong interest in restoration of degraded coastal ecosystems
✒ Basic knowledge of biology and coastal marine processes.

DATE & DURATION:
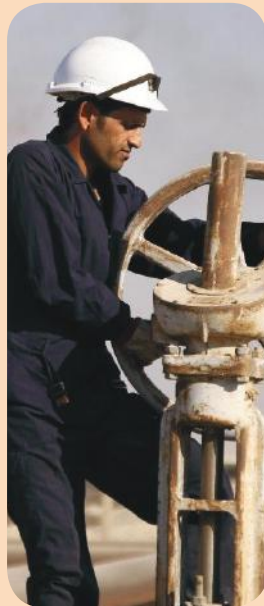11-15 December 2016
Five days

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. **Nourah Bohaimed**
Tel (direct): (+965) 24989453

Energy & Building Research Center

EBRC

One of the main goals of the Energy and Building Research Center (EBRC) is to manage the process of meeting Kuwait's future energy needs. The center's programs focus on developing innovative solutions to reduce per capita energy consumption. This is achieved by both applying energy-efficient technologies to buildings and developing advanced solutions for the applications of renewable energy technologies suitable for Kuwait's climate.

The center's research programs have developed insights into the performance of construction materials and infrastructure under the prevailing climatic conditions in Kuwait. The center's experts provide solutions and recommendations to policy makers on the best practices for preserving and prolonging the functional performance of building structures in the region.

Data Analysis Using SPSS
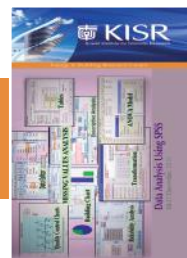
PURPOSE:

The course is designed to introduce the participant to some of the basic and advanced statistics and instruct the participant on how to take advantage of the numerous statistical and graphical tools available in SPSS. Step-by-step examples will be given on how to enter and manipulate data (including importing from other file formats such as spreadsheets), perform complete statistical analyses and interpret tabular and graphical results, and create and customize many graph types. The user will be advised on how to optimize the use of SPSS. The final part of the course will be answering to users questions.

OBJECTIVES:

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

✎ Understand the general conventions, data management, basic statistics, and graphics capabilities of SPSS.

✎ Provide instruction in data management, basic statistics, and creat and customize graphs.

✎ Provide outline of fundamental statistical concepts in an applied setting.

✎ Know graphical methods available for exploring data and supporting statistical analysis.

✎ Optimize the use of SPSS.

INSTRUCTOR(S):

Dr. Yussef Mirza Sebzali (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Researchers and professionals with basic pure and applied mathematics. The course is useful for those who want to understand the statistical calculations, and use SPSS to perform data analysis, as well as data graphically and presenting the data using tables.

PREREQUISITES:

✎ Using Microsoft Word and Excel

✎ Experience in SPSS is not essential

DATE & DURATION:

18-22 December 2016
9:00 am -2:00 pm
Five days

FEES:

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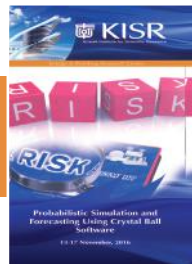
CONTACT PERSON:

For further information, please contact the Training Section through:
Ms. **Nisreen Maswadeh**
Tel (direct): (+965) 24956748

Probabilistic Simulation and Forecasting using Crystal Ball Software

PURPOSE:

The course is designed to introduce the participant to:

⚋ Crystal Ball (CB) simulator and forecast software.

⚋ Uncertainties and risk analyses.

⚋ Descriptive statistics such as mean, standard deviation, Interquartile range, and skewness

⚋ Monte Carlo simulation (standard technique for simulating real-world situations involving uncertainty elements).

⚋ Creating number of probabilistic simulation scenarios that you can analyze and examining these scenarios for the probabilistic forecasting and the risk of occurrence.

⚋ Sensitivity analysis to determine the relationships between the assumptions and the forecasts.

⚋ Simulation modeling process, such as Identifing Problem, build/revise model, add/revise assumptions, etc.

⚋ Simulation of discreet and continue random variable using data distributions (fitting data to distributions using Latin Hypercube and Monte Carlo sampling).

⚋ CB tools, such as batch fit, correlation matrix, and tornado chart tools.

⚋ Two dimensional simulations and of presenting the results

OBJECTIVES:

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

⚋ Use CB to make better decisions,

⚋ Design simulation models of realistic situations.

⚋ Select appropriate probability distributions as inputs.

⚋ Apply basic statistical concepts to simulation outputs, and communicate CB results effectively

INSTRUCTOR(S):

Dr. Yussef Mirza Sebzali (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Crystal Ball is for strategic planners, financial analysts, engineers, scientists, entrepreneurs, marketing managers, venture capitalists, consultants, and anyone else who uses spreadsheets to forecast uncertain results.

PREREQUISITES:

A good knowledge in computer application software such as Microsoft Word and Excel Experience in probabilistic simulation is not essential

**DATE & DURATION:**

13-17 November 2016
9:00 am - 2:00 pm

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

Scanning Electron Microscope (SEM), Operation, and Application
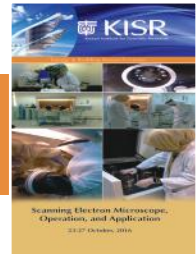
PURPOSE:

The training course's designed to teach participants to:

Use the laboratory equipment, deal with large machines, Use Operation techniques of SEM, use Sample preparation, and use Surface analysis.

OBJECTIVES:

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

✒ Know what SEM is

✒ Obtain main operation skills (starting up and shutting down)

✒ Understand what type of samples can be analyzed.

✒ prepare selective samples

✒ Analys using sample energy dispersive spectrometer

INSTRUCTOR(S):

Dr. Abdulsalam Al-Hazza (KISR)

Dr. M. Sherif El-Eskandarany (KISR)

Dr. Ali M. Al-Dousari (KISR)

Dr. Latifa Al-Hajji (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Technicians, or professionals from research center.

PREREQUISITES:

Scientific degree in science or engineering

DATE & DURATION:

23 - 27 October 2016

9:00 am - 2:00 pm

Five days

FEES:

KD 250 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

Petroleum Research Center

PRC

The aim of PRC is to achieve its vision through collaboration with international partners. These partners will include academic and research institutions to support building the center's capacity in selected technical fields, specifically in enhanced oil recovery technology, advanced reservoir characterization, petroleum chemistry, reactor engineering, and materials science. In addition, the center will work jointly with selected specialized oil companies that have wider experience in process and product development, commercialization, and marketing to ensure that the outputs of the center reach the commercialization stage

Clean Fuel Processes: Current and Future Trends in Petroleum Refining Technologies
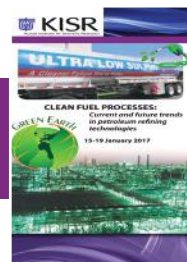
PURPOSE:

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

OBJECTIVES:

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

✓ Identify the basic principles of different refining processes used for producing clean fuels

✓ Evolve required specifications for different types of fuel and their impact on a refinery

✓ Update technology for producing clean fuels with ultra-low sulfur, nitrogen, and aromatic contents

INSTRUCTOR(S):

Dr. Abdulazim Marafi (KISR)
Dr. Mohan Singh Rana (KISR)
Dr. Muhieddine Ahmad Safa (KISR)

LOCATION:

Petroleum Research Center, Al Ahmadi

PARTICIPANTS:

Chemical engineers, chemists, and fuel marketing personnel.

PREREQUISITES:

✓ College diploma in chemical engineering.
✓ B.Sc. degree in chemical technology.
✓ Knowledge of English language

DATE & DURATION:

15–19 January 2017
Five days

FEES:

KD 250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Heavy Oil Recovery II – Advanced Technologies
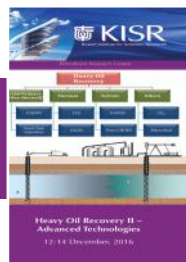
PURPOSE:

This is the second of two courses that aim to provide participants with background knowledge related to heavy oil production and the technologies of its recovery as well as the problems associated with its refining. The first course "Heavy Oil Recovery I - Fundamentals" was offered in April 2016. It focused on introducing heavy crude oils, their composition and basic technologies for their production.

OBJECTIVES:

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

✓ Have good understanding of the role of heavy oil in meeting future oil demand

✓ Identify different technologies that should be considered to secure optimum recovery

✓ Understand different complex problems encountered in the field both up-stream and down-stream

INSTRUCTOR(S):

Dr. Tayfun Babadagli (External)
Dr. Mamun Absi Halabi (KISR)
Eng. Abbas Hamoud (KISR)

LOCATION:

Petroleum Research Center, Al-Ahmadi.

PARTICIPANTS:

Oil industry engineers and chemists having a minimum of B.Sc., as well as technicians with diploma

PREREQUISITES:

Participants are expected to have acquired some practical or theoretical experience in oil production and/or a university degree in a relevant field of specialization, and preferably attended Heavy Oil Recovery I - Fundamentals

DATE & DURATION:

12-14 December 2016
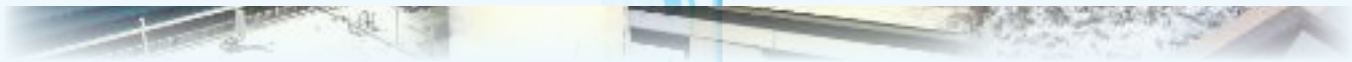8:30 am – 3.00 pm
Three days

FEES:

KD 200 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Water Research Center

WRC

The water research center will provide science based information, advice and improved products and processes to help Kuwait increase the sustainable supply of water from desalination and treatment technologies more cost effectively, and improve the management of existing water resources towards sustainability.

Groundwater Exploration and Investigation Methods
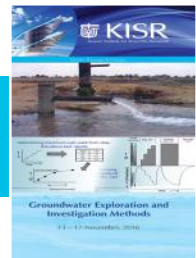
PURPOSE:

Groundwater is a vital source of water for human being development and prosperity. Groundwater is utilized for drinking purposes either directly or by mixing it with desalinated water as in the case of Kuwait. The exploitation methods of groundwater will be investigated in this training course. The ultimate aim of this training course is to provide the participants with hands-on experience that allows them to investigate how to assess the hydraulic properties of utilized aquifers, efficiency of groundwater wells and the quality of groundwater.

OBJECTIVES:

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

✐ Have basic knowledge of the hydrogeology principles in arid and (semi-arid) regions.

✐ Know methods of groundwater exploration in arid and semi-arid regions.

✐ Conduct geophysical techniques as exploration methods.

✐ Conduct pumping tests and interpretation of pumping data as investigation methods.

✐ Conduct water quality investigation and interpretation methods.

INSTRUCTOR(S):

Dr. Amjad Aliewi (KISR)
Dr. Jasem AlKandari (KISR)
Mr. Asim Al-Khalid (KISR)
Mr. Bandar Al-Salman (KISR)
Mr. Abdullah Bushehri (KISR)
Ms. Fatma Marzuk (KISR)
Ms. Maryam Juma (KISR)

LOCATION:

Human Resources & Conferences Center , KISR

PARTICIPANTS:

✐ Water and Electricity Ministries in the GCC countries

✐ Environment Ministries/Authorities in the GCC countries

✐ Agriculture Ministries/Authorities in the GCC countries

✐ Universities in the GCC countries

✐ Private sectors

PREREQUISITES

A degree in one of the basic science/engineering fields and/or equivalent experience in groundwater research.

DATE & DURATION:

13 – 17 November 2016
9:00 am to 2:00 pm
Five days

FEES:

KD 250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Interaction of Groundwater with the Surrounding Environment
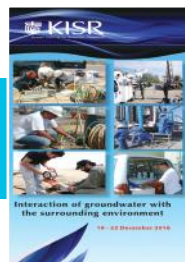
PURPOSE:

This course is designed to raise the attendee's awareness of the interactions that take place between the groundwater and the surrounding environmental resources and to provide them with the basics of the assessment methods and interaction implications.

OBJECTIVES:

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

/ understand types of interactions of groundwater and its surroundings

/ Know the consequences of the interactions, and how to assess, evaluate, and manage the interactions between groundwater and various environmental resources

/ Know international protocols and principles of groundwater sampling practices.

INSTRUCTOR(S):

Mr. Mohamed Al-Senafy (KISR)
Mr. Asim Al-Khalid (KISR)
Mr. Khaled Al-Fahad (KISR)
Mr. Harish Bhandary (KISR)

LOCATION:

Human Resources & Conferences Center, KISR

PREREQUISITES:

/ College Diploma in Chemical Technology
/ B.Sc. Degree in Chemistry or Engineering
/ Knowledge of English

DATE & DURATION:

18 – 22 December 2016

8:30 am-2:00 pm
Five days

FEES:

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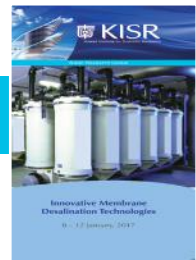
CONTACT PERSON:

For further information, please contact the Training Section through:
Ms. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Innovative Membrane Desalination Technologies

PURPOSE:

The main aim of the course is to introduce participants to the concept and principles of innovative membrane desalination technologies, and basic developments, knowledge, and practices in various advanced desalination technologies relevant to (membrane-based) separation processes. Furthermore, this course introduces membrane fabrication techniques and their characterization

OBJECTIVES:

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

⟋ Classify of saline water resources.

⟋ Identify the basic principles and practices of conventional and innovative membrane desalination technologies.

⟋ Identify the basic principles and practices of the membrane fabrication techniques and their characterization.

⟋ Identify the basic principles and practices of emerging desalination processes including forward osmosis-membrane distillation (FO-MD), forward osmosis-reverse ssmosis (FO-RO), and forward osmosis-thermal separation-based process.

⟋ Identify main processes and materials performance parameters.

INSTRUCTOR(S):

Dr. Mansour Ahmed (KISR)
Dr. Rajesha Kumar (KISR)
Dr. Yousef Al-Wazzan (KISR)

LOCATION:

Human Resources & Conferences Center , KISR, Shuwaikh

PARTICIPANTS:

Engineers and technical staff with knowledge of mechanical, chemical, electrical, or systems engineering

DATE & DURATION:

08 – 12 January 2017
9:00am to 2:00pm
Five days

FEES:

KD 250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Introduction to Seawater Desalination

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:

✒ Classify of water resources.

✒ Identify the basic principles and practices of thermal distillation.

✒ Identify the basic principles and practices of non-thermal desalination.

✒ Identify process characteristics of various traditional and advanced pretreatment methods.

✒ Identify main processes performance parameters.

INSTRUCTOR(S):

Dr. Ghada Al-Nuwaibit (KISR)
Eng. Ahmad Al-Sairafi (KISR)
Eng. Ahmed Al-Haji (KISR)

LOCATION:

Human Resources & Conferences Center, KISR

PARTICIPANTS:

Engineers and technical staff with knowledge of mechanical, chemical, electrical, or systems engineering

PREREQUISITES:

•	Basic knowledge of water treatments.
•	Basic working knowledge in water desalination.

DATE & DURATION:

20 - 24 November 2016
9:00 a.m. - 2:00 p.m.
Five days

FEES:

KD 250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Wastewater Treatment for Reuse in Agriculture

PURPOSE:
Capacity building and hands on training on the various technologies of wastewater treatment (WWT) as related to WW reuse objectives.

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

✒ Understand of the location of wastewater reuse in the general water resources management paradigm

✒ Be aware of various available technologies of wastewater treatment with emphasis on reuse options

✒ Be aware of basic design skills of various WW treatment methods to achieve specific standards (Kuwaiti and International standards) for selected reuse options

INSTRUCTOR(S):
Dr. Ziad Al-Ghazawi (KISR)
Dr. Adel Al-Haddad (KISR)
Dr. Mohamed Elmuntasir (KISR)
Dr. Andrzej A. Mydlarczyk (KISR)
Dr. Abdallah Abusam (KISR)

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

PARTICIPANTS:
Wastewater engineers, managers and operators of wastewater treatment plants in Kuwait, agronomists and agricultural engineers involved in wastewater reuse projects, environmental scientists, and engineers.

DATE & DURATION:
5-9 February 2017

Five days

FEES:
KD 250 per participant inclusive of materials and snacks. Organizations that sponsor more than two participants will be given a 10% discount on course fees.
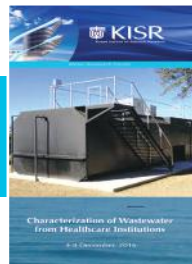
CONTACT PERSON:
For further information, please contact the Training Section through:
Ms. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459

Characterization of Wastewater from health care Institutions

PURPOSE:

To present specific character of wastewater from healthcare Institutions.

OBJECTIVES:

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

✔ Determine chemical characteristics of wastewater from hospitals

✔ Determine the organic characteristics of wastewater from hospitals

✔ Determine the microbial characteristics of wastewater from hospitals

✔ Determine radioactive characteristics of wastewater from hospitals

✔ Determine ethnical, organic, microbial, radio active characteristics of wastewater from hospitals

✔ Understand the methods of sampling and analysis for wastewater from hospitals

✔ Understand the methods for treatment for wastewater from hospitals

INSTRUCTOR(S):

Dr. Adel Al-Haddad (KISR)
Dr. Andrzej Mydlarczyk (KISR)
Ms. Farah Al-Ajeel (KISR)
Mr. Abdulaziz Aba (KISR)

LOCATION:

Human Resources & Conferences Center , KISR (Shwaikh)

PARTICIPANTS:

Operation and treatment engineers from wastewater treatment plant, technicians from hospitals, water specialists, chemists, and microbiologists

DATE & DURATION:

4-8 December 2016

Five days
08:30 am– 2:00 pm

FEES:

KD.250 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. **Samah Al-Hajeri**
Tel (direct): (+965) 24989459
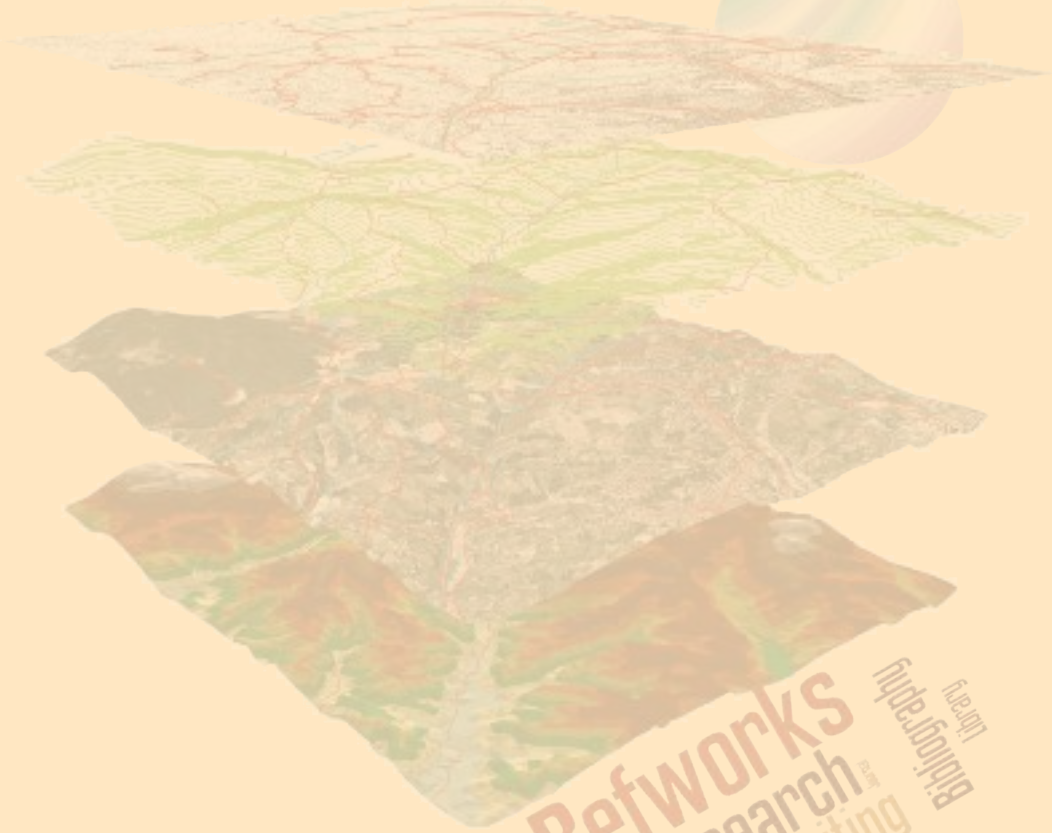
Others scientific Courses
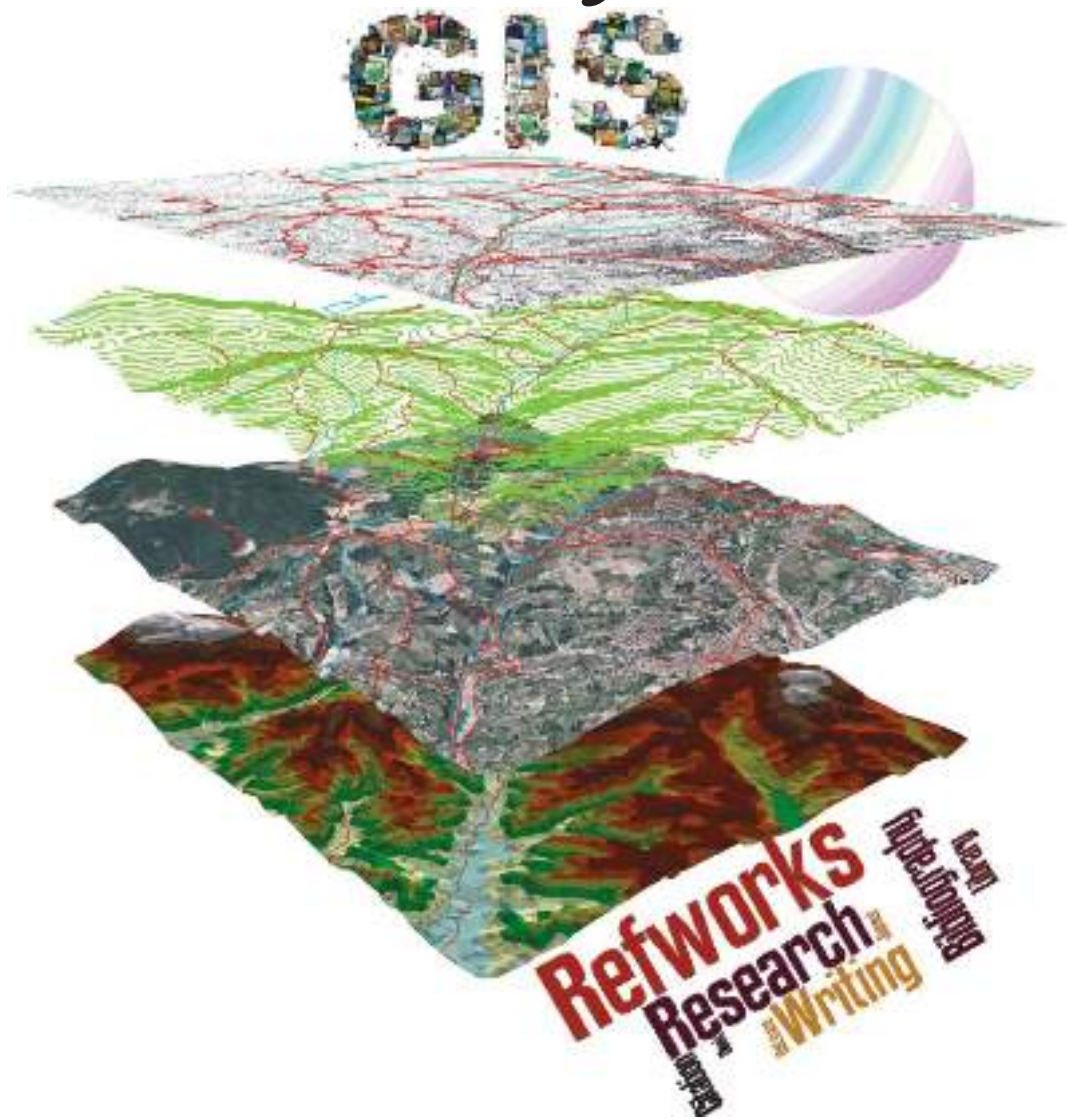
Geographic Information System (GIS) - Introduction
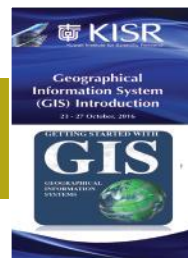
PURPOSE:

Provide the participants with basic experience in utilizing geographical data and geographic information system (GIS) tools to support research projects.

OBJECTIVES:

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

- Obtain a general overview on GIS
- Be familiarized participants with Arc-GIS software package
- Create integrated GEO database
- Digitize and edit features in Arc-Map
- Produce different qualitative and quantitative GIS maps
- Create cartographic map layout
- Allocate spatial data with the real world through map projection procedures
- Join spatial data with their attribute data
- Use Arc-Map in performing basic spatial analyses

INSTRUCTOR(S):

Ms. Heba Jaber Baroon (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

All those who are concerned with GIS, maps and special data analysis inside and outside KISR.

PREREQUISITES:

None

DATE & DURATION:

23-27 October 2016
Five days

FEES:

KD 250 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. **Ebtesam zayed Senam**
Tel (direct): (+965) 24986516

RefWorks / RefShare :
An Online References Management Tool

PURPOSE:

The main aim of this course is to introduce the participants to:

✎ Refworks: A web-based research management tool that allows users to create, organize and manage references when writing/paper articles. It allows you to create your own database that can be accessed and managed online from any browser.

✎ RefShare: Allows users to share references and enhance collaboration.

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

INSTRUCTOR(S):

Ms. Siham Al-Salem (KISR)

LOCATION:

Human Resources Development & Conferences Center, KISR

PARTICIPANTS:

Researcher and professionals

PREREQUISITES:

Basic knowledge of MS-Windows

DATE & DURATION:

30 October – 1 November 2016
3 days

FEES:

KD 50 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:
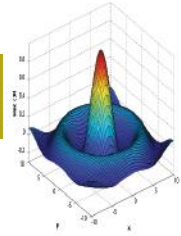Ms. **Nisreen Yousef**
Tel. (direct) 24956748

computers courses

MATLAB: Introduction

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 primary 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 to:
- Solve simple numerical expressions and mathematical formulas.
- Perform operations.
- Do Scientific programming.
- Solve linear equations.
- Solve eigenvalue problems.
- Do curve fitting.
- Do 2D and 3D plotting.

INSTRUCTOR(S):
Dr. Jafarali Parol (KISR)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers/scientist/engineers/students.

PREREQUISITES:
Bachelor's degree in science/engineering.

DATE & DURATION:

FEES:
KD100/ 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

MATLAB Advanced
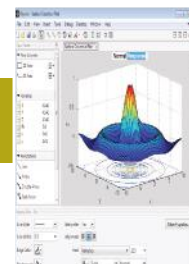
PURPOSE:
Technological advances in many engineering and scientific applications have drastically increased the mathematical complexity of the problem. MATALAB allows users to leverage its inbuilt applications for computationally intensive tasks, and it is a powerful and useful programing tool for engineers and researchers. MATLAB can be used to solve, nonlinear polynomial functions and complex differential equations representing engineering problems. These factors make MATLAB an excellent tool for engineering and research applications. This course in intended to provide 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. Islam Ahmed El-Maddah (UAC For Private Training Services)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers/scientist/engineers/students.

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

DATE & DURATION:
25-29 December, 2016
8:30 am – 2:30 pm
Five days

FEES:
KD100/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

AutoCAD: Introduction

PURPOSE:
The participants are expected to learn how to use AutoCAD software to draw and produce any 2D engineering object with its full dimensions.

OBJECTIVES:
At the end of this course, particpants will be able to:
- Create, edit and print 2-dimensional drawings
- Navigate the AutoCAD user interface
- Use the fundamental features of AutoCAD
- Use the precision drafting tools in AutoCAD to develop accurate technical drawings
- Present drawings in a detailed and visually impressive manner.

INSTRUCTOR(S):
Mr. Mina Makram Iskander (Info center Training Institute)

LOCATION:
Human Resources Development & Conferences Center, KISR

PARTICIPANTS:
Researchers/Scientist/Engineers/ Students.

PREREQUISITES:
Bachelor's degree in science/engineering.

DATE & DURATION:
2024- November 2016
Five days
8:30 am–12:30 pm

FEES:
KD100/ 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

AutoCAD: Intermediate
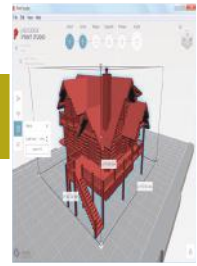
PURPOSE:
This Autodesk course helps trainee become an AutoCAD expert and has been fully updated to cover all of AutoCAD›s new capabilities. It incorporates the features, commands and printing drawing and editing 3D models.

OBJECTIVES:
At the end of this course, particpants will be able to:
- Work with layouts and plotting
- Use template drawing creation
- Create table and dynamic blocks
- Plot and sheet sets
- Manipulate objects and data
- Draw objects
- Understand layers management and best practices

INSTRUCTOR(S):
Eng. Tony Michel (Pitman Training Center)

LOCATION:
Human Resources Development & Conferences Center, KISR - (Al Falak Classroom)

PARTICIPANTS:
Engineers, architects, draftsmen, designers, advertisers and users looking to gain further valuable experience with AutoCAD.

PREREQUISITES:
- Bachelor's degree in science/ engineering
- Attendance of the basic course (or equivalent knowledge) is required.

DATE & DURATION:
15-19 January 2016
9:00 am – 1:00 pm
Five days

FEES:
KD100/ 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

Adobe Photoshop CS6

PURPOSE:
This course will teach the participants how to use Photoshop CS6 to create professional-looking images for both print and the web. Trainees will identify the components of the Photoshop environment and learn about the differences between raster and vector graphics.

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

✎ Use tools/palettes effectively and understand the terminology

✎ Describe the components of the Photoshop user interface

✎ Effectively navigate the interface components including panels and the toolbar

✎ Navigate within an image including reducing and enlarging, cropping, etc

✎ Understand the advantage of working with layers

INSTRUCTOR(S):
MR. Mahmoud Lafi ̲ (New Horizons Computer Learning Centers)

LOCATION:
Human Resources Development & Conferences Center, KISR – (Al Falak Classroom)

PARTICIPANTS:
Researchers, programmers, and anyone needing to use Photoshop to edit images or those wanting to know the basics with a view to use it with other applications e.g, PageMaker or InDesign

PREREQUISITES:
No prior knowledge of Photoshop is assumed

DATE & DURATION:
23-27 October 2016
9:00 am – 1:00 pm
Five days

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

Management courses

الهدف العام:

يهدف البرنامج إلى تعريف المشاركين بمفهوم وأهمية السكرتارية والإدارة المكتبية في المنظمات الحديثة وتنمية مهاراتهم في مجال التميز والابتكار والإبداع ورفع مستوى أدائهم وفقاً لمتطلبات العصر وتزويدهم بمهارات استخدام الحاسب الآلي في أعمال السكرتارية والأعمال المكتبية وتطبيقاتها الالكترونية والتقنيات الحديثة وطرق استخدام البريد الالكتروني في أعمال السكرتارية.

الأهداف التفصيلية:

في نهاية البرنامج سوف يتمكن المشاركون من التعرف على:

✔ مفهوم السكرتارية وأهميتها وأنواعها وصفات السكرتير الناجح.

✔ إجراء ومعالجة الاتصالات الهاتفية بمهارة.

✔ تنظيم الاجتماعات بفاعلية.

✔ كتابة المراسلات الخارجية والداخلية وفقاً للشروط الشكلية والموضوعية بكفاءة.

✔ معالجة البريد الصادر والوارد بكفاءة.

المشاركون :

✔ مدراء المكاتب والسكرتارية ومساعدو رؤساء الأقسام والمساعدون الإداريون.

✔ العاملون في مجال السكرتارية.

✔ العاملون في مجال المحفوظات وإدارة الأرشيف العام.

✔ المنسق الإداري والعاملون في الشئون الإدارية.

✔ جميع الراغبين في العمل في الوظائف المكتبية والإدارية واكتساب خبرة جديدة.

المكان:

مركز التنمية البشرية والمؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ
(قاعة الباحث)

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

25–2016/9/28

رسوم المشاركة:

150 د.ك.

محاضر الدورة:

دكتور/ ناصر المشعل – دكتوراه في إدارة الأعمال

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام
هاتف رقم 24986516

مهـــارات التفــاوض

الهدف العام:

يهدف البرنامج إلى إكساب المشاركين معرفة قوة التفاوض وإكسابهم مهارة التفاوض والاتصال الفعال وتنمية مهاراتهم السلوكية للاستماع وذلك للتوصل إلى صفات المحاور الناجح للرقي بالمنظمة.

الأهداف التفصيلية:

- التعرف على المفاهيم الأساسية للتفاوض.
- معرفة مهارات التفاوض وخطواته.
- تنمية مهارات التخطيط للتفاوض، والإعداد له، والتعامل مع استراتيجيات التفاوض وتكتيكاته.
- التعامل مع الأجواء التفاوضية، ومرحلة المساومة والتنازلات، ومعوقات التفاوض، وأفضل أساليب التغلب عليها.
- التعرف على عوامل ومهارات الإقناع للوصول وكيفية الوصول إلى الهدف.
- التعرف على كيفية إدارة عملية التفاوض وحصول النتائج المطلوبة منها عن طريق الإقناع.

المشاركون:

- رجال الأعمال والمدراء وأصحاب المشاريع
- رؤساء الأقسام والموظفون في القطاعين العام والخاص
- المرشحون للوظائف العامة والخاصة
- المهتمون من مختلف الشرائح

المكان:

مركز التنمية البشرية و المؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ
(قاعة الباحث)

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

2016/11/9–6

رسوم المشاركة:

150 د.ك

محاضر الدورة:

دكتور/ وليد الرومي ـ مدرب ومستشار في التنمية الذاتية

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام
هاتف رقم 24986516

التواصـل التسـويقي

الهدف العام:

✔ تعريف طبيعة وأساسيات التسويق.

✔ فهم الخطوات الرئيسية للتخطيط لأي نشاط تسويقي.

✔ تطبيق التقنيات المستخدمة في تقييم الفرص التسويقية.

✔ القدرة على الحصول على المعلومات الضرورية لتنفيذ الاستراتيجيات التسويقية الناجحة.

✔ فهم تأثير عناصر التسويق التكتيكي.

الأهداف التفصيلية:

✔ تعريف التسويق ومراحل عملية وضع الخطة التسويقية.

✔ مهمة التسويق ، الأهداف والغايات والتدقيق التسويقي.

✔ أهمية وفوائد تجزئة السوق و خطواتها.

✔ استهداف الأسواق والمفهوم الكامل للمنتج ودورة حياة المنتج في السوق.

✔ استراتيجيات التسويق وبيع الأفراد وأسلوب الدعاية.

المشاركون :

موظفو قسم التسويق.

المكان:

مركز التنمية البشرية والمؤتمرات

معهد الكويت للأبحاث العلمية

الشويخ

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

16–2016/10/19

رسوم المشاركة:

200 د.ك

محاضر الدورة:

السيد/ أحمد بهاء الدين

المنسق:

للاستفسار يرجى الاتصال على السيدة/ **ابتسام زايد سنام**

هاتف رقم 24986516

الهدف العام:

يهدف هذا البرنامج إلى تنمية مهارات استخدام الحاسب الآلي في التحليل المالي المتقدم والاعداد ومتابعة الموازنات التخطيطية بالسرعة والدقة الممكنة مع تطبيقات برنامج اكسل.

الأهداف التفصيلية:

✔ إعداد وقراءة القوائم المالية و التدفقات النقدية.
✔ أساليب تحليل التدفقات النقدية و تخطيط الربح الانحسار المالي.
✔ مراجعة خطوات وأساليب إعداد الموازنات التخطيطية .
✔ إعداد الموازنة الجارية باستخدام الحاسب الآلي و تقدير الأجور.
✔ خطوات التحليل المالي و تحليل المؤشرات الناتجة عنها
✔ تقويم الأداء و تحديد معايير الأداء.

المشاركون :

موظفو قسم التسويق

المكان:

مركز التنمية البشرية و المؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

2016/11/24–20

رسوم المشاركة:

200 د.ك

محاضر الدورة:

د/ محمد دسوقي ـ دكتوراه في فلسفة المحاسبة

المنسق:

للاستفسار يرجى الاتصال على السيدة/ **ابتسام زايد سنام**
هاتف رقم 24986516

الهدف العام:

يهدف هذا البرنامج إلى تزويد المشاركين بمجموعة متكاملة من المهارات الإدارية والسلوكية اللازمة لاستيعاب تطورات الإدارة الحديثة ومدخلات التوجيه والإشراف الفعال على العاملين .

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام هاتف رقم 24986516

الأهداف التفصيلية:

في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:

◢ التعرف على دور المدير في منظومة وضع الأهداف، وتخطيط العمل و تنظيمه.

◢ مهارات أحداث التغييرات المطلوبة لإيجاد بيئة عمل متفوقة

◢ مهارة أداء واجباتهم الإدارية والإشرافية بفاعلية.

◢ التعرف على الأدوات الابتكارية الحديثة لحل المشكلات واتخاذ القرارات الإدارية.

◢ الأدوات الحديثة لتقييم أداء العاملين بشكل موضوعي يحقق العدالة.

◢ تبسيط إجراءات العمل وتطوير النظم وتدفق العمليات.

المشاركون :

الدورة موجهة إلى المدراء ورؤساء الأقسام والوظائف الإشرافية

المكان:

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

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

9-13/10/2016

رسوم المشاركة:

200د.ك

محاضر الدورة:

الدكتور/ وليد الرومي ـ مدرب ومستشار في التنمية الذاتية

دوليا من الأكاديمية العالمية للاستشارات والتدريب.

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام هاتف رقم 24986516

الهدف العام:

يهدف هذا البرنامج إلى تنمية مهارات المشاركين في تخطيط وحسن إدارة واستثمار الوقت ،وتعريفهم بمصادر ضغوط العمل وأنواعه، وإكسابهم خبرات جديدة في مجال التغلب على ضغوط العمل و متاعبه 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 ومدراءنا على بعض الأساليب لضبط الوقت و استغلاله بفعالية.

✔ أثر ضغوطات العمل على إدارة الوقت.

المشاركون :

الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

المكان:

مركز التنمية البشرية و المؤتمرات
إدارة الموارد البشرية
معهد الكويت للأبحاث العلمية.

لغة الدورة:

اللغة العربية.

تاريخ انعقاد الدورة:

12–2017/2/16

رسوم المشاركة:

200د.ك

محاضر الدورة:

الدكتور/ بدر صادق – استشاري ومدرب شخصي معتمد

مهارات إعداد التقارير ومحاضر الاجتماعات

الهدف العام:

يهدف البرنامج إلى تعريف المتدربين على أهم المبادئ والقواعد المتبعة في كتابة التقارير والمحاضر وتوضيح أساليب وتمكين المتدربين من تطوير مهاراتهم وتوظيفها لتحقيق كتابة أفضل التقارير والمحاضر.

الأهداف التفصيلية:

بنهاية هذا البرنامج سيتمكن المشارك من اكتساب المعارف والمهارات التالية:

- أساليب الاتصال المتبعة في المخاطبات/ الاتصالات الكتابية وأهميتها في العمل الإداري.
- كيفية صياغة محضر الاجتماعات.
- التقارير (المفهوم ـ الأهمية ـ الأهداف).
- أنواع التقارير واستخداماتها.
- التعرف على مراحل عملية الكتابة وتدوين الملاحظات.
- كيفية كتابة عناصر التقرير.
- خطوات إعداد التقرير وإعداد المسودة الأولى للتقرير.

المشاركون :

- الإداريون في مستوى مشرف فما فوق ممن يتطلب عملهم تحضير التقارير والرسائل والبحوث.
- المساعدون الإداريون الذين يطلب منهم إعداد التقارير
- السكرتارية ومدراء المكاتب
- كل من يتطلب عمله إعداد تقارير

المكان:

مركز التنمية البشرية والمؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ
(قاعة المسبار)

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

6–9/11/2016

رسوم المشاركة:

200 د.ك.

محاضر الدورة:

دكتور/ حسين دشتي (الهيئة العامة للتعليم التطبيقي والتدريب ـ دكتوراه في هندسة الاتصالات)

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام
هاتف رقم 24986516

الهدف العام:

يهدف البرنامج إلى تعريف المشاركين بطبيعة وسمات القيادة الفعالة والتفكير الاستراتيجي ودورها في دعم الأدوار القيادية.

الأهداف التفصيلية:

بنهاية هذا البرنامج سيتمكن المشارك من اكتساب المعارف والمهارات التالية:

◄ العوامل الأساسية لتحديد القيادة التي تؤمن بالتحديث والتطوير وتطبق أسلوب الجودة.

◄ تفعيل دور القيادة ذات الرؤية المستقبلية.

◄ المهارات الستة للقيادي الناجح (التركيز/ الطلاقة/ الصبر/ البصيرة/ الرؤية المستقبلية/ الحساسية).

◄ تطبيق أسلوب التحفيز وخلق الميزة التنافسية.

المشاركون :

الإدارة العليا على مستوى الدوائر والأقسام والإدارات المختلفة والذين لهم دور مباشر وفعال في وضع الخطط الاستراتيجية والتنفيذية والقيادات التنفيذية والوسطى الذين يشاركون في عملية التخطيط ثم يقومون بعد ذلك بوضعها موضع التنفيذ.

المكان:

مركز التنمية البشرية والمؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

12–15/2/2017

رسوم المشاركة:

200 د.ك.

محاضر الدورة:

دكتور/ نوري بشير ـ دكتوراه في إدارة الأعمال.

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام
هاتف رقم 24986516

مقدمة في علم البرمجة اللغوية العصبية

الهدف العام:

تعلم كيف تبرمج عقلك على التفكير الإيجابي والتخلص من الأفكار السلبية التي تؤخر تحقيق أهدافك وطموحاتك في الحياة العلمية والعملية.

الأهداف التفصيلية:

في نهاية الدورة يتوقع أن يكون المشاركون قادرين على:

- بناء علاقات شخصية طيبة في المجتمع.
- يكون المشارك قادر على مواجهة المواقف المعقدة والتعامل معها بصورة خلاقة.
- التخلص من العادات السلبية واستبدالها بالعادات الإيجابية وأهمها الثقة بالنفس.
- إكساب مهارة ايصال المعلومات للعقل اللاوعي وطرق تخزين العادات والاحتفاظ بها.
- تدعيم التقارب مع زملائك في العمل.
- التركيز على الأهداف وتوظيف طاقاته للقيام بإنجازها.

المشاركون :

الدورة موجهة الى كافة العاملين بالمعهد.

المكان:

مركز التنمية البشرية والمؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ

لغة الدورة:

اللغة العربية.

تاريخ انعقاد الدورة :

25–28/ 9/ 2016

رسوم المشاركة:

200 د.ك.

محاضروا الدورة:

السيدة/ ليلى الجابر.
السيدة/ شريفة الفريح.

المنسق:

للاستفسار يرجى الاتصال على السيدة/ ابتسام زايد سنام
هاتف رقم 24986516

حل المشـكلات واتخاذ القرارات

الهدف العام:

يهدف البرنامج إلى تزويد المشاركين بالعديد من المعارف والمهارات اللازمة للتنبؤ والتعامل الفعال مع المشكلات في العمل، واتخاذ التدابير والقرارات المناسبة لمنع حدوثها من جهة وإدارتها من جهة أخرى، من خلال استعراض العديد من النماذج والأساليب المتبعة لحل المشكلات واتخاذ القرارات بشكل فردي أو جماعي.

الأهداف التفصيلية:

بنهاية هذا البرنامج سيتمكن المشارك من اكتساب المعارف والمهارات التالية:

- التعرف على المشكلات وتحديد أبعادها.
- التعرف على المهارات الداعمة للإبداع في حل المشكلات واتخاذ القرارات.
- خطوات الحل الرشيد لحل المشكلات.
- مفهوم اتخاذ القرارات (أنواع القرارات).
- دور التنفيذ في صنع القرار.
- مبادئ تعزيز الابتكارية لحل المشكلات واتخاذ القرارات.

المشاركون :

موظفو الفئة التنفيذية والإشرافية.

المكان:

مركز التنمية البشرية والمؤتمرات
معهد الكويت للأبحاث العلمية
الشويخ

لغة الدورة:

اللغة العربية

تاريخ انعقاد الدورة:

12-2016/12/15

رسوم المشاركة:

200 د.ك

محاضر الدورة:

دكتور/ وليد الرومي ـ مدرب ومستشار في التنمية الذاتية

Effective Presentation & Interpersonal Communication

PURPOSE:

The course aims to introduce and review of the 3 keys to success in Business Presentation (Planning, designing/Developing and Presenting).

OBJECTIVES:

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

- Plan for Confidence.
- Begin to plan for the emotional injection.
- Design & Develop to build confidence in them and their Message.
- Presenting themselves and their Message with Confidence.
- Final Presentation Preparation.

INSTRUCTOR(S):

Ms. Shaza Ferzli (ACCT Group - Kuwait)

LOCATION:

Human Resources & Conferences Center, KISR

PARTICIPANTS:

Delegates include newly employed personnel from all departments throughout the organization.

PREREQUISITES:

N/A

DATE & DURATION:

3 – 6 Oct 2016

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. **Ebtesam Zayed Senam**
Tel (direct): (+965) 24986516

PURPOSE:

This exciting course is the result of years of experience of preparing tailored time management program for clients. The design aims to meet the needs & learning styles of delegates who need to be more effective in the workplace

OBJECTIVES:

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

✐ Understand the importance of self-discipline and organization

✐ explore a range of techniques to improve their organization and time management

✐ stream line their work areas and personal effects

✐ Understand discuse importance of life balance

✐ Have explored the time management matrix and its effectiveness in the workplace

INSTRUCTOR(S):

Ms. Meena Khan (Edara Group - Kuwait)

LOCATION:

Human Resources & Conferences Center, KISR

PARTICIPANTS:

Delegates include newly employed personnel from all departments throughout the organization.

PREREQUISITES:

N/A

DATE & DURATION:

28 – 30 August 2016

FEES:

KD150/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 Zayed Senam**

Tel (direct): (+965) 24986516

Key Performance Indicators (KPI)

PURPOSE:

This exciting course is the result of important measures thought which employees can evaluate the importance of daily tasks and how to relevant they are to organizational strategic goals and how achieving these daily these daily tasks can lead to organizational success.

OBJECTIVES:

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

- Discuss the importance of an organizational strategic plan.
- Identify relevant strategic goals.
- Define what KPIS are in strategic goals.
- Discuss important skills to strategically manage KPIs
- Indicate some references for expanding personal knowledge of KPIs.

INSTRUCTOR(S):

Dr. Waleed ALasaq (Global priorities for training & consultancy)

LOCATION:

Human Resources & Conferences Center, KISR

PARTICIPANTS:

Delegates include employees of all levels from all departments throughout the organization.

PREREQUISITES:

N/A

DATE & DURATION:

9 – 11 October 2016
9:00 – 1:00

FEES:

KD 200 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. **Ebtesam Zayed Sanam**
Tel (direct): (+965) 24986516

Manpower Development Department

Human Resources Division

Kuwait Institute for Scientific Research

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