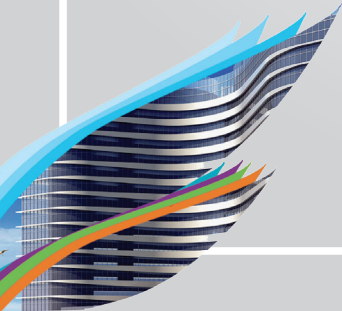




**خطة البرامج التدريبية**  
**Training Programs Plan**  
**2017 - 2018**

Human Resources Division  
Manpower Development Department



# **Training Programs Plan**

***2017- 2018***

# **Manpower Development Department (MDD)**

**دائرة تنمية القوى العاملة**

Prepared by:

**Nourah Bohaimed - Nisreen Maswadeh**

## ***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 2017-2018. 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 online document 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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**KISR's webpage: [www.kisir.edu.kw](http://www.kisir.edu.kw)  
Telephon: 24989000**



## Quality Management in Analytical Laboratories through ISO/IEC 17025:2005 Accreditation

### **PURPOSE:**

The main aim of this course is to familiarize participants with the modern concept of “Laboratory Quality Management” and its inevitability in the current era of competitiveness. International standard ISO/IEC 17025:2005 will be focused as the model for the management of the quality in calibration/testing laboratories. The participants will be made acquainted with the general requirements for acquiring the competence of testing/calibration laboratories and documents needed for their fulfillment. The processes of designing, implementation, and monitoring of the “Laboratory Quality Management System” will be edified and the participants will also learn about various steps involved in the accreditation procedure.

### **OBJECTIVES:**

At the end of the course, participants will:

- Understand the modern concept of laboratory Quality Management and its necessity.
- Be aware of the international standard ISO/IEC 17025:2005.
- Identify the requirements of the standard and their fulfillment.
- Comprehend the processes of designing, implementation, and monitoring (internal audit) of the Laboratory Quality Management System.
- Be aware of the steps involved in the accreditation process.

### **INSTRUCTOR(S):**

Dr. Tariq Mahmood Khokhar - KISR  
Dr. Mamdouh A. A. Hammouda – KISR  
Dr. Maya Abou Chacra - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

The course is intended for laboratory managers, quality managers, chemists, laboratory supervisors, laboratory professionals & technicians, and individuals requiring an understanding and working knowledge of ISO/IEC 17025:2005 standard.

### **PREREQUISITES:**

Background / experience in analytical laboratories.

### **DATE & DURATION:**

28 Jan – 1 Feb 2018 - 9:00 a.m. to 2:00 p.m.

### **FEES:**

KD 250/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

## Introduction to OHSAS 18001:2007 Requirements

### **PURPOSE:**

The main aim of this course is to familiarize the participants with a well-recognized and widely implemented Safety Management System. The British Safety international standard OHSAS 18001:2007 defines the requirements for the development and implementation of an occupational health and safety management system which can be assessed, and certified, and at the same time is compatible with fundamental ISO standards, such as, the ISO 9001 as well as the ISO 14001, facilitating the integration of quality, environmental, and H&S management systems in organizations. The participants will become acquainted with the requirements of the standard and its implementation. Examples of ways to comply with the requirements will be analyzed, commented, and further discussed.

### **OBJECTIVES:**

At the end of the course, participants will:

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

### **INSTRUCTOR(S):**

Dr. Massimiliano Porcelli - KISR

Dr. Maya Abou Chacra - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

Good English language skills and basic understanding of HSE processes.

### **DATE & DURATION:**

12-16 November, 2017

9:00 a.m. to 2:00 p.m.

### **FEES:**

KD 250/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

## ISO 9001:2015 Quality Management System - Requirements

### **PURPOSE:**

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

### **OBJECTIVES:**

At the end of the course, participants will:

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

### **INSTRUCTOR(S):**

Dr. Tariq Mahmood Khokhar - KISR  
Dr. Mamdouh A. A. Hammouda – KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

The course is intended for laboratory managers, quality managers, chemists, laboratory supervisors, laboratory professionals and technicians, and individuals requiring an understanding and working knowledge of ISO 9001:2015 QMS standard.

### **PREREQUISITES:**

Background / experience in analytical laboratories.

### **DATE & DURATION:**

10-14 December, 2017  
9:00 a.m. to 2:00 p.m.

### **FEES:**

KD 250/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.



# **In House Training Course By PMO**

## Creating KISR Reports Using KISR's New Guidelines

### **PURPOSE:**

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

### **OBJECTIVES:**

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

- Understand the rules and formatting styles in the KISR Guidelines for Technical Reports.
- Create reports based on the new KISR Guidelines for Technical Reports.

### **INSTRUCTOR(S):**

Ms. Sharon Joseph Paul - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Researchers in KISR who create progress, technical, and final reports

### **PREREQUISITES**

Knowledge of English language  
Knowledge of MS Word

### **DATE & DURATION:**

1-3 October 2017  
9:00 a.m. to 1:00 p.m.

### **FEES:**

KD 250 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

## Research Activities' Processes at KISR

### **PURPOSE:**

The aim of this course is to familiarize the participants with the general policies, rules, and regulations governing the preparation of all research activities at KISR from inception to completion, and the guidelines and procedures of KISR's new processes for research activities.

### **OBJECTIVES:**

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

- Know all Policies, rules and regulations for preparing KISR Research Activity.
- Get the awareness of all KISR policies related to the initiation of any research activity.
- Evaluate process for initiating proposal (KPEC & CPEC).
- Choose the proper staff for leading or participating in the research activity .

### **INSTRUCTOR(S):**

Eng. Fatima Abuseedou - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

The course is designed for newly joined KISR's scientists, specialists, professionals, program managers, and STD/OD.

### **PREREQUISITES:**

Experience/background in conducting research activities is an advantageous.

### **DATE & DURATION:**

26-28 November- 2017

3 Days

9:00 1:00

### **FEES:**

KD 250 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

**In House Training Courses By  
The Environment and Life Sciences Research Center**

## **Advanced Techniques for the Assessment of Locomotor Behavior in the Larval Stages of Native Marine Fish**

### **PURPOSE:**

This training course is the first of its type in the region, which is designed to introduce the participants to the state-of-the art techniques of larval fish tracking under the influence of environmental contaminants such as crude oil. Lectures and laboratorial sessions will be conducted to familiarize the participants with the field of fish behavioral toxicology.

### **OBJECTIVES:**

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

- Understand analytical methods applied in fish behavioral toxicology.
- Get familiarized with the standard methods of marine fish larval toxicity bioassays.
- Perform fish swimming performance assessment.
- Get familiarized with the fish tracking system software and modules.

### **INSTRUCTOR(S):**

Eng. Jean Paul Robert (External)  
Dr. Qusaie Karam (KISR)  
Dr. Mirza U. Beg (KISR)

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Researchers, professionals, and technicians from other organizations such as Kuwait Petroleum Corporation (KPC), Kuwait Oil Company (KOC), Environment Public Authority (EPA), and Public Authority for Agricultural Affairs and Fish Resources (PAAAFR), and university and college students from Kuwait University and The Public Authority for Applied Education and Training (PAAET). This training course will be useful for KISR's staff working in the marine environment field and fisheries. In addition, this course will be useful for, particularly, postgraduates.

### **PREREQUISITES:**

Previous knowledge of and university and college degrees in biological and environmental sciences, environment health, and chemistry.

### **DATE & DURATION:**

11-15 March 2018  
Five days

### **FEES:**

KD300/- 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) 24956749

## **Art and Science of Publications in Journals and Securing Patents.**

### **PURPOSE:**

Manuscript preparation for the successful publication in any reputed journal as well as securing of a patent is an art. One of the main criteria for a successful career and the promotion of scientists and professional staff in any scientific institute is the publication of their research work in reputed journals and securing of patents. Many scientific staff does impressive scientific works but when it comes to writing journal papers or preparing the papers for patents, they lack the technique in many areas, which results in the rejection of their paper from publication or securing the patent. This training course will provide them the step- by -step procedure to write successful scientific articles for journals and for winning patents.

### **OBJECTIVES:**

The objectives of this :

- At the end of the course, participants will be able to prepare the manuscript successfully on their own either for journal publication or for patenting.
- To create the awareness among the participants on the importance of clearly writing the up- to -date literature review part while preparing the manuscript.
- To train the participants to prepare the title, abstract, introduction, methodology, results and discussion, conclusions, and reference section for journal papers.
- To guide the participants on the article submission process for journals.
- To elucidate on what to do and what not to do while publishing journal papers.
- To provide guidance on the important steps to be followed for securing patents.

### **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 an interest and enthusiasm for publishing their research works in reputed journals and for patenting.

### **PREREQUISITES:**

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

### **DATE & DURATION:**

24 – 28 December 2017 (Five days)  
9:00-2:30

### **FEES:**

KD250/participant inclusive of materials and snacks.

Organizations that sponsor more than two participants will be given a 10% discount on course fees.

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. Nourah Bohaimed

Tel (direct): (+965) 24956749

## **Microbial Identification and Phenotypic Characterization Using Biolog Gen III Combo System**

### ***PURPOSE:***

An important aspect of any research project involving microorganisms 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 of 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, this course will help researchers and professionals 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 in using Biolog system for microbial identification.
- •Gain awareness of the supporting software involved in analyzing microbial identification and phenotypic characterization data.

### ***INSTRUCTOR(S):***

Mr. Fabio Zenna (External)  
Mr. Mohamed Waheed Kishk (External)

### ***LOCATION:***

Human Resources Development & Conferences Center, KISR

### ***PARTICIPANTS:***

The course is intended for KISR's 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:***

8-12 October 2018 (Five days)

### ***FEES:***

KD300/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) 24956749

## Plastics and the Environment

### **PURPOSE:**

The course is designed to provide a fundamental knowledge of polymers and their potential as a feedstock in a number of recycling, chemicals, and energy recovery processes, biodegradable polymers in the market; polymers' environmental impact reduction, and recycling methods. It is intended to deliver to participants the information on the environmental impacts of plastics and the routes of treatment (thermal, chemical, and biodegradation, mechanical). Current technologies in these areas will be described to the participants with an emphasis on technical data and scientific background.

### **OBJECTIVES:**

- The objectives of this course are as follows:
- Provide an understanding of polymerization/depolymerization technologies.
- Present major techniques in polymer characterization methods.
- Present current research on biodegradable polymers and its green composites.
- Present an overview of the environmental impact of plastics (plastic waste management, routes of treatment, and major polymer characterization techniques).
- Present major techniques in plastics' treatment as a chemical and energy recovery feedstock.

### **INSTRUCTOR(S):**

Dr. Eng. Sultan M. Al-Salem  
Dr. Abdul Salam Al-Hazza'a  
Ms. Montaha Behbehani

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Scientists, professionals, technicians, government officials working in the fields of energy, power, and environment, Oil & Gas sector professionals, plastic converters and producers in the private sector, and representatives of recycling and recovery companies.

### **PREREQUISITES:**

Knowledge of English, and Technical or scientific diploma.

### **DATE & DURATION:**

17-21 December 2017  
Five (5) days

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. Nourah Bohaimed  
Tel (direct): (+965) 24956749



# Sampling, Processing, Light Microscopy, Identification and Taxonomy of Marine Filamentous Blue Green Algae

## **PURPOSE:**

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

## **OBJECTIVES:**

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

- Cover all details regarding filamentous blue green algae, their location, importance, and relation to the phytoplankton species in the marine environment.
- Sample marine filamentous blue green algae from the subtidal and intertidal areas with different substrata.
- Process of the collected samples from the subtidal and intertidal (different substrata) areas.
- Examine the collected samples for quantitative and qualitative analysis.
- Enter date and calculate qualitative and quantitative abundances.
- Do light microscopy of the marine filamentous blue green algae for identification and taxonomy.
- Identify the toxic filamentous blue green algae with their impact on the marine environment.
- Have a thorough knowledge of the methodology of culture of one to two species of marine filamentous blue green algae.

## **INSTRUCTOR(S):**

Mrs. Wafa'a Al-Rashed  
Dr. Subir Kumar Mandal

## **LOCATION:**

KISR, Salmya

## **PARTICIPANTS:**

Scientists, researchers, and university students.

## **PREREQUISITES:**

B.Sc. in biology and interest in the biodiversity of filamentous blue green algae

## **DATE & DURATION:**

14—22 January 2018,  
Seven days  
9:00-3:00

## **FEES:**

KD300/- 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) 24956749

## **The Measurements of Trace Metals (Cu, Ni, Co, and Fe) in Seawater using Adsorptive Cathodic Stripping Voltammetry (AdCSV) and Flow Injection Analyzer (FIA) {Introductory}.**

### **PURPOSE:**

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

### **OBJECTIVES:**

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

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

### **INSTRUCTOR(S):**

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

### **LOCATION:**

KISR, Salmiya

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

Experience in laboratory chemistry.  
BS.c or Diploma in chemistry, marine science, biology, or environmental sciences  
Interest in marine chemistry and laboratory's measurements.

### **DATE & DURATION:**

November 2017 (Five days)

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. Nourah Bohaimed - Tel (direct): (+965) 24956749

## Global Climate Change Effects on Plant Function and Growth

### **PURPOSE:**

This training course is designed for researchers, scientists, professionals, and others interested in plant – environment interactions and knowing how plants respond to changing climatic conditions. This course will impart theoretical and practical aspects of plant growth processes and their measurements, and link different physiological and morphological aspects with projected changes in global climatic conditions.

### **OBJECTIVES:**

The aim of this course is to provide participants with an introduction to different drivers of global climate change. They will also be introduced to basic plant physiological and growth processes from individual plant level to community level. By completing this course, participants will be able to relate how the components/drivers of climate change will influence different plant physiological and growth processes. Participants will also have a better understanding on how plant water requirements will be affected by increased atmospheric temperature and carbon dioxide. Simple models of plant water requirements will be introduced to the participants to provide an insight into the projected implications on the water balance of plants at different growing environments.

### **INSTRUCTOR(S):**

Dr. MD Anisul Islam (KISR)  
Dr. Ian McCann (KISR)

### **LOCATION:**

Human Resources Development and Conferences Center, KISR.

### **PARTICIPANTS:**

- ◆ Scientists and professionals involved/interested in plant-environment interaction.
- ◆ Individuals who are involved in restoration, revegetation, and agricultural research/production.
- ◆ Students (both undergraduate and graduate).

### **PREREQUISITES:**

- ◆ Working knowledge of English.
- ◆ Familiarity with spreadsheets and simple mathematical equations.
- ◆ Basic knowledge of plant life cycle and growth processes.
- ◆ Interest in plant functions, ecosystem functioning, and issues related to global climate change.

### **DATE & DURATION:**

7-11 January 2018 (5 days)  
9:00 a.m. – 2:00 p.m

### **FEES:**

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

### **CONTACT PERSON:**

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

## **Guidance for Initiation of Commercial Fish/Shrimp Farms in Kuwait**

### **PURPOSE:**

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

### **OBJECTIVES:**

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

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

### **INSTRUCTOR(S):**

Dr. Khaled Al-Abdul Elah - KISR

Dr. Sherain Al-Subiai - KISR

Dr. Khaled Selim - KISR

Salim El-Dakour - KISR

### **LOCATION:**

Ecosystem-Based Management of Marine Resources/Environment and Life Sciences Research Center, - Salmiya, 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 in the establishment of fish/shrimp farms in Kuwait.

### **PREREQUISITES:**

A minimum of high school education.

### **DATE & DURATION:**

3-7 December 2017

5 Days

9.00 am - 2.00 pm

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Ms. Shahad Al-Jazzaf

Tel (direct): (+965) 24989019

## Protein purification: Techniques and Applications

### **PURPOSE:**

Participants will gain knowledge and skills on the following:

- Protein sample preparation.
- Strategies for protein purification:
- Gel filtration chromatography: principles and methods.
- Ion-exchange chromatography: principles and methods.
- Hydrophobic interaction and reversed phase chromatography: principles and methods.
- Program and control of the fast performance liquid chromatography system (AKTA pure system).
- Running of gel filtration method on AKTA pure system.
- Chromatogram analysis.

### **OBJECTIVES:**

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

- Select the appropriate methods for protein sample preparation.
- Describe the principles of chromatographic techniques.
- Determine the adequate approach for protein purification tailored for a specific application.
- Program and run chromatography methods for protein purification using AKTA pure system.

### **INSTRUCTOR(S):**

Dr. Rita Rahmeh – KISR  
Dr. Abrar Akbar - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

This course is designed for all scientists, researchers, professionals, and technicians who wish to acquire knowledge on protein purification techniques and to use AKTA purifier system for protein purification.

### **PREREQUISITES:**

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

### **DATE & DURATION:**

5 – 9 November 2017  
Five Days  
9:00 am – 2:00 pm

### **FEES:**

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

### **CONTACT PERSON:**

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

## Techniques for Successful Writing of Scientific Papers for Journals

### **PURPOSE:**

Manuscript preparation for the successful publication in any reputed journal as well as securing of a patent is an art. One of the main criteria for a successful career and the promotion of scientists and professional staff in any scientific institute is the publication of their research work in reputed journals and securing of patents. Many scientific staff does impressive scientific works but when it comes to writing journal papers or preparing the papers for patents, they lack the technique in many areas, which results in the rejection of their paper from publication or securing the patent. This training course will provide them the step- by -step procedure to write successful scientific articles for journals and for winning patents.

### **OBJECTIVES:**

The objectives of this course are as follows:

- At the end of the course, participants will be able to prepare the manuscript successfully on their own either for journal publication or for patenting.
- To create the awareness among the participants on the importance of clearly writing the up- to -date literature review part while preparing the manuscript.
- To train the participants to prepare the title, abstract, introduction, methodology, results and discussion, conclusions, and reference section for journal papers.
- To guide the participants on the article submission process for journals.
- To elucidate on what to do and what not to do while publishing journal papers.
- To provide guidance on the important steps to be followed for securing patents.

### **INSTRUCTOR:**

Dr. S. Neelamani - KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Any researcher and professional involved in the 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 and for patenting.

### **PREREQUISITES:**

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

### **DATE & DURATION:**

28/1 – 1/2 /2018. (5 Days)  
9.00 am - 2.00 pm

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. 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 the radioactive material.

***OBJECTIVES:***

To understand the safety and security aspects related to using ionizing radiation sources ensuring self-protection and the other employees.

***INSTRUCTOR(S):***

MR.Abdulaziz Aba - KISR  
Ms.Anfal Ismael - KISR

***LOCATION:***

Human Resources Development & Conferences Center, KISR

***PARTICIPANTS:***

Researchers, professionals and technicians working with a radiation source.

***PREREQUISITES:***

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

***DATE & DURATION:***

26-30/11 /2017  
5 Days  
9.00 am to 1.00 pm

***FEES:***

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

***CONTACT PERSON:***

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



## Date Palm Tissue Culture

### **PURPOSE:**

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

### **OBJECTIVES:**

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

- Identify the principle of plant tissue culture.
- Recognize and become familiar with the mode of action of plant growth regulators.
- Acquire methods and carry out all laboratory procedures in a tissue culture laboratory, including media preparation, culture transfer, and identification of various developmental stages of cultured cells, tissues, and organs.
- Isolate and sterilize plant tissues, and initiate cultures.
- Distinguish cultures mode of differentiation, namely, embryogenesis, organogenesis, and auxiliary bud break.
- Acclimatize cultured plants to autotrophic in vivo condition.
- Identify possibilities and potential applications of plant tissue culture for the mass propagation of plant, disease elimination, and genetic modification.

### **INSTRUCTOR(S):**

Dr. Chellan Sudhersan - KISR

Dr. Jibi Sudhersan - KISR

Ms. Lateefa Al-Sabah- KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

Minimum B.Sc. in biological sciences

Fair knowledge of the English language

### **DATE & DURATION:**

19-23 March 2018

5 days

9 am – 2 pm

### **FEES:**

KD250/participant inclusive of materials and snacks.

Organizations that sponsor more than two participants will be given a 10% discount on course fees.

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Mr. Talal Al-Awadhi

Tel (direct): (+965) 24989447



## Decapoda Larvae Taxonomy and Ecology

### **PURPOSE:**

To teach the participants the importance of Decapoda larvae in the marine environment as many of them grow to become commercial shrimp and crabs, and how to sample and identify these larvae at different stages.

### **OBJECTIVES:**

The objectives of the course are as follows:

- At the end of the course, participants will be familiar with the methods of collection and identification of Decapoda larvae.
- At the end of the course, participants will be able to understand the role of Decapoda larvae in the marine environment.

### **INSTRUCTOR(S):**

Dr. Mohammad Sayed Awad Sayed Ali – KISR

Dr. Sergei Khvorov – KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

This course will be useful for:

- ◆ KISR staff, particularly scientific staff; technicians, professionals, and researchers.
- ◆ Researchers, professionals, and technicians from other organizations such as EPA, Kuwait University, PAAET, and PAAFR as well.
- ◆ University and college students, particularly postgraduates.

### **PREREQUISITES:**

Knowledge in biological sciences.

### **DATE & DURATION:**

10-20 September 2017

Nine days

TIME!!

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Mr. Talal Al-Awadhi

Tel (direct): (+965) 24989447

# Matlab Fundamentals and Application for Solving Environment Problem

## **PURPOSE:**

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

## **OBJECTIVES:**

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

- Learn how to enter and manipulate data.
- Learn how to plot graphs.
- Learn how to write programs and more.
- Develop all the skills one needs to use MATLAB effectively.
- Gain confident in using MATLAB in their project work.

## **INSTRUCTOR(S):**

Prof. Dr. Mohamed F. Yassin - KISR

## **LOCATION:**

Human Resources Development & Conferences Center, KISR

## **PARTICIPANTS:**

This course is suitable for anyone who wants to learn MATLAB, whether he/she is an engineer, scientist, technician, and government official who is working in the field of Environment.

## **PREREQUISITES:**

(Prerequisites of the course participants, if any)

- ◆ Knowledge of English.
- ◆ Basic knowledge of computer.

## **DATE & DURATION:**

22-26 October 2017

5 days

## **FEES:**

KD250/participant inclusive of materials and snacks.

Organizations that sponsor more than two participants will be given a 10% discount on course fees.

## **CONTACT PERSON:**

For further information, please contact the Training Section through:

Mr. Talal Al-Awadhi

Tel (direct): (+965) 24989447

## Practical Statistics for Environmental and Biological Scientists

### **PURPOSE:**

The purpose of this training program is to introduce participants to the various statistical methods and to teach how practical studies should be set up to appropriately use statistical techniques. The course will utilize the SPSS software and provide actual practical examples and case studies related to the environment and biological applications.

### **OBJECTIVES:**

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

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

### **INSTRUCTOR:**

Dr. Ali Al-Hemoud - External

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Participants should have basic computer and math skills only.

### **PREREQUISITES:**

No prerequisites.

### **DATE & DURATION:**

19-23 November 2017

5 days

Time

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Mr. Talal Al-Awadhi

Tel (direct): (+965) 24989447

## **Real-Time Prediction Model for Atmospheric Crisis Management and Support**

### ***PURPOSE:***

This course is designed to provide a glimpse of a real-time atmospheric prediction modeling technique and available tools to simulate accidental atmospheric releases for environmental crisis management and support. The course is intended to provide professionals/ participants with information on how to prepare for a real atmospheric environmental crisis and control.

### ***OBJECTIVES:***

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

- Have a deeper understanding of short- and long-range transport atmospheric modeling technique for crisis management.
- Estimate/calculate the emission sources strength.
- Provide an overview of weather forecasting tools used in HYSPLIT model.

### ***INSTRUCTOR(S):***

Dr. Mufreh S. Al-Rashidi – KISR  
Dr. Abdullah N. Al-Dabbous – KISR

### ***LOCATION:***

Human Resources Development & Conferences Center, KISR

### ***PARTICIPANTS:***

Scientists, professionals, technicians, and government officials who are working in the fields of air pollution, civil defense, and environmental crisis management.

### ***PREREQUISITES:***

- Knowledge of English
- Basic knowledge of computer

### ***DATE & DURATION:***

19-23 November 2017  
5 days  
Time

### ***FEES:***

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

### ***CONTACT PERSON:***

For further information, please contact the Training Section through:  
Mr. Talal Al-Awadhi  
Tel (direct): (+965) 24989447

## Remediation of Damaged Terrestrial Ecosystems in Kuwait – The KISR Experience

### **PURPOSE:**

To provide participants with an overview of the vegetation, flora, and fauna of Kuwait's terrestrial ecosystems, and to inform them of the findings of remediation studies conducted by KISR.

### **OBJECTIVES:**

The objectives of the course are as follows:

- To provide a detailed understanding of the vegetation and fauna of Kuwait's major terrestrial ecosystems.
- To familiarize the trainees with the outcome of KISR's research on the remediation and restoration of damaged terrestrial ecosystems.

### **INSTRUCTOR(S):**

Dr. Narayana R. Bhat – KISR  
Ms. Majda Khalil – KISR  
Mr. Thomas M. Thomas – KISR  
Ms. Laila Al-Mulla – KISR  
Ms. Ohoud Al-Ragam – KISR

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

- ◆ Scientists involved in restoration work.
- ◆ Environmental agencies.
- ◆ Staff from PAAF and other agencies responsible for executing remediation projects.
- ◆ Graduate students.

### **PREREQUISITES:**

- ◆ Working knowledge of English.
- ◆ Strong interest in conservation and restoration of the flora and fauna of desert ecosystems.
- ◆ Interest in environmental remediation.

### **DATE & DURATION:**

19-22 February 2018  
5 days

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Mr. Talal Al-Awadhi  
Tel (direct): (+965) 24989447

# **In House Training Courses By Petroleum Research Center PRC**

# Modern Hydro-processing Technologies of Middle Distillates and Residue

## **PURPOSE:**

The main goal of this course is to provide the participants with on-depth insight into modern hydro-processing technologies for the current petroleum refining, including deep hydro-desulfurization of the middle distillates for producing ultra-low-sulfur diesel, hydro-treating of the residue for clean fuel, and hydrocracking of the heavy liquid hydrocarbons for producing larger amounts of transportation fuels. The course will focus on the introduction of the typical hydro-processes, how these processes change the composition and properties of the feedstock's at a molecular level, and how the processing parameters as well as the composition and properties of the feedstock's influence the quality of the final product fuels in the processes.

## **OBJECTIVES:**

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

- Grasp the basic principles of the typical hydro-processes used in the current modern refineries for producing clean fuels.
- Understand how the processing parameters, the composition, and properties of feedstock's influence the process performance, catalyst aging, and the quality of final product fuels.
- Comprehend the technology development trend in petroleum refining.

## **INSTRUCTOR(S):**

Dr. Joo-Il PARK KISR  
Dr. Muhieddine Safa KISR  
Dr. Xiaoliang Ma KISR

## **LOCATION:**

Petroleum Research Center (PRC), Ahmadi

## **PARTICIPANTS:**

Chemical engineers, researchers, and chemists developing their careers in petroleum refining, and marketing personnel.

## **PREREQUISITES:**

- ◆ Work experience in petroleum industry.
- ◆ B.Sc. degree in science and engineering.
- ◆ College diploma in chemical engineering.
- ◆ Knowledge of English language.

## **DATE & DURATION:**

10 – 14 January 2018  
Five days

## **FEES:**

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

## **CONTACT PERSON:**

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

## Fuels Specification and Test Methods

### **PURPOSE:**

This course will give an overview of the fuel industry and the significance of the fuel properties and their effect on the market value. The course will also cover the refining processes (hydrocracking, Hydro-treating, isomerization, Etc.) for the fuel production. There will be discussion on gasoline and diesel specifications and the usage of fuel additives to meet the specifications. The course will enhance the participant's knowledge in the petroleum chemistry field by covering the crude oil chemical composition. Finally, the participants will gain an in-depth knowledge and understanding of the impact of fuel specification on the refining industry.

### **OBJECTIVES:**

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

- Have an overview of the fuel industry.
- Comprehend the chemistry of the fuel at a molecular level.
- Know how fuels are evaluated based on their properties.
- Understand the fuel production processes.
- Get familiarized with the international fuel specifications.
- Understand how to improve the fuel properties with additives.
- Assess the impact of the fuel properties on the fuels process ability.

### **INSTRUCTOR(S):**

Dr. Hassan Al-Rabiah, KISR  
Dr. Mohan S. Rana , KISR

### **LOCATION:**

Petroleum Research Center, Al Ahmadi

### **PARTICIPANTS:**

Chemists, chemical engineers, petroleum engineers, technicians, and anyone involved in the decision making or working in oil-related industry and business in need to understand fuel specifications.

### **PREREQUISITES:**

BSc. degree in science or engineering, or College diploma in chemical engineering, or Work experience in petroleum industry, and Knowledge of English.

### **DATE & DURATION:**

14 – 15 February 2018  
Two days

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



## **Petroleum: Classification, Evaluation, and Refining Processes**

### **PURPOSE:**

The aim of this course is to provide an overview of the petroleum industry. This course will emphasize on the significance of the crude oil properties and their effect on the crude oil market value. The course will cover the impact of petroleum products, specification on The refining industry. The course will also cover the petroleum refining processes, both traditional processes and catalytic processes. The course will enhance the participants' knowledge in the petroleum chemistry field. Finally, the participants will be able to understand the effect of the molecular composition of the crude oil on its quality and processing ability.

### **OBJECTIVES:**

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

- Have an overview of the petroleum industry (production, consumption, and reserves)
- Recognize the significance of crude oil properties.
- Know how crude oils are evaluated based on their properties.
- Assess the impact of the petroleum product properties on the refinery processes.
- Understand the petroleum refining processes, traditional processes (distillation, vacuum distillation) and catalytic processes (hydrocracking, hydro treating, isomerization, etc.).
- Comprehend the chemistry of the petroleum products at the molecular level.

### **INSTRUCTOR(S):**

Dr. Hassan Al-Rabiah, KISR  
Dr. Mohan S. Rana , KISR

### **LOCATION:**

Petroleum Research Center, Al Ahmadi

### **PARTICIPANTS:**

Chemists, chemical engineers, petroleum engineers, and whoever working in oil-related industry and business.

### **PREREQUISITES:**

BSc. degree in science or engineering or College diploma in chemical engineering or Work experience in petroleum industry and Knowledge of English.

### **DATE & DURATION:**

24 – 26 October 2017  
3 days

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

## Spectroscopy and NMR Theory and Application Course

### **PURPOSE:**

The main aim of this course is to provide participants with a knowledge on spectroscopy and NMR and their application in different areas of science.

### **OBJECTIVES:**

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

- Learn the theory of spectroscopy and NMR.
- Be able to set up and run an experiment.
- Be able to do simple interruption to the spectra and extract information.
- Observe the advantage of spectroscopy on other methods.

### **INSTRUCTOR(S):**

Dr. Mustafa Al-Shamali, KISR  
Dr. Salim Ok , KISR

### **LOCATION:**

Petroleum Research Center, Al Ahmadi

### **PARTICIPANTS:**

Technicians, oil industry engineers, and power and water industry engineers.  
Diploma, bachelor's, master, Ph.D. in science.

### **DATE & DURATION:**

03 – 07 December 2017  
Five days

### **FEES:**

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

### **CONTACT PERSON:**

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

**IN HOUSE TRAINING COURSES BY  
WATER RESEARCH CENTER  
WRC**

## Activated Sludge Technologies

### **PURPOSE:**

The general purpose of this 5-day intensive course is to provide the participants with the latest knowledge of the different activated sludge technologies used for wastewater treatment. More specifically, the course will instruct the basic principles of activated sludge process, the state of the art of the most promising activated sludge technologies, and the experiences gained so far. Theoretical lessons will be complemented by a session troubleshooting and a field visit to a full-scale activated sludge wastewater treatment plant.

### **OBJECTIVES:**

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

- Principles of activated sludge.
- Objectives of activated sludge treatment.
- Activated sludge systems' design parameters.
- Common types of activated sludge.
- Activated sludge process control.
- Activated sludge process, problems, and troubleshooting.

### **INSTRUCTOR(S):**

Dr. Abdullah Abusam - KISR  
Dr. Andrzej A. Mydlarczyk, KISR

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

- ◆ Civil, chemical, mechanical, and environmental engineers.
- ◆ Chemists, biologists, and technicians of Waste(water) laboratories .

### **PREREQUISITES:**

1-2 years' experience in waste (water) or related field, and knowledge of English language

### **DATE & DURATION:**

04 – 08 February, 2018  
5 days  
9:00am to 2:00pm

### **FEES:**

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

### **CONTACT PERSON:**

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

# Groundwater Exploration and Investigation Methods

## **PURPOSE:**

Groundwater is a vital source of water for the development and prosperity human beings. 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, which 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:

- To introduce basic knowledge of the hydrogeology principles in arid and semi-arid regions.
- To present the methods of groundwater exploration in arid and semiarid regions.
- To present geophysical techniques as exploration methods.
- To present pumping tests and interpretation of pumping data as investigation methods.
- To present water quality investigation and interpretation methods.

## **INSTRUCTOR(S):**

Dr. Amjad Aliewi, KISR  
Dr. Jasem AlKandari, KISR

## **LOCATION:**

Human Resources & Conferences Center , KISR

## **PARTICIPANTS:**

- Employees of Water and Electricity Ministries in the GCC countries.
- Employees of Environment Ministries/Authorities in the GCC countries.
- Employees of Agriculture Ministries/Authorities in the GCC countries.
- Students of universities in the GCC countries.
- Employees of the private sectors.
- 

## **PREREQUISITES:**

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

## **DATE & DURATION:**

12 – 16 November, 2017  
5 days  
9:00am to 2:00pm

## **FEES:**

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

## **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. Samah 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 provide them with the basics of the assessment methods and interaction implications.

### **OBJECTIVES:**

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

- Types of interactions between groundwater and its surroundings.
- The consequences of the interactions, and how to assess, evaluate, and manage the interactions between groundwater and various environmental resources.
- International protocols and principles of groundwater sampling practices.

### **INSTRUCTOR(S):**

Mr. Mohamed Al-Senafy , KISR  
Mr. Asim Al-Khalid , KISR  
Mr. Harish Bhandary , KISR

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

Geologists, Engineers, ELA and Urban Planning sector staff, Marine and Land Environment sector staff, and industrial and Petroleum sector staff.

### **PREREQUISITES:**

- ◆ College diploma in chemical technology
- ◆ B.Sc. degree in chemistry or engineering
- ◆ Knowledge of English.

### **DATE & DURATION:**

19– 23 November 2017  
5days  
8:30 AM-2:00 PM

### **FEES:**

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

### **CONTACT PERSON:**

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

## Innovative Membrane Desalination Technologies

### **PURPOSE:**

The main aim of this course is to introduce participants to the concepts 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 osmosis (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

### **PARTICIPANTS:**

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

### **DATE & DURATION:**

07 – 11 January, 2018  
5 days  
9:00am to 2:00pm

### **FEES:**

KD250/participant inclusive of materials and snacks.

Organizations that sponsor more than two participants will be given a 10% discount on course fees.

### **CONTACT PERSON:**

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

## **Advanced Oxidation Processes (AOPs) for Municipal and Industrial Wastewater Treatment**

***PURPOSE:***

To present AOPs for municipal and industrial wastewater treatment needs.

***OBJECTIVES:***

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

- Present the characteristics and quality of municipal and industrial wastewater.
- Differentiate between conventional and advanced wastewater treatment systems.
- Define the advantages and disadvantages of AOPs.
- Understand how and where to apply AOPs.

***INSTRUCTOR(S):***

Dr. Hussain Safar , KISR  
Dr. Mohamed Elmuntasir, KISR  
Dr. Adel A. Ismail, KISR

***LOCATION:***

Human Resources & Conferences Center , KISR

***PARTICIPANTS:***

Specialists and engineers from water and wastewater treatment sectors, technicians assisting in treatment plants from petrochemical fields, chemists and water recycle specialists.

***PREREQUISITES:***

B.Sc. in chemical engineering, civil engineering, chemist, wastewater treatment plant specialists and engineers.

***DATE & DURATION:***

10– 14 December 2017  
Five days  
9:00 AM-2:00 PM

***FEES:***

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

***CONTACT PERSON:***

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



# Applications of Inductively Coupled Plasma Optical Emission Spectroscopy (ICP-OES)

## **PURPOSE:**

To know ICP-OES theoretical concepts, the instrumental operation of ICP-OES Agilent in the laboratory of WRC SHU 01, and manipulating data.

## **OBJECTIVES:**

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

- Knowledge on ICP-OES theoretical concepts & instrumentation.
- Operation of ICP-OES Agilent in the laboratory of WRC SHU 01.
- Calibration of the instrument and the method to start the analysis of different samples.
- Dealing with different kinds of samples that can be analyzed by ICP-OES.
- At the end of the course participants will be able to Operation, maintenance, analyses of samples.

## **INSTRUCTOR(S):**

Ms. Amina Ali , KISR  
Dr. Dhanu Radha , KISR  
Mrs. Mariam Al Jumaa, KISR

## **LOCATION:**

Human Resources & Conferences Center , KISR

## **PARTICIPANTS:**

Participants should have computer knowledge and an understanding of English language.

## **PREREQUISITES:**

Computer knowledge and understanding of English language.

## **DATE & DURATION:**

17– 21 December 2017  
Five days  
9:00 AM-2:30 PM

## **FEES:**

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

## **CONTACT PERSON:**

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

## Introduction to Seawater Desalination

### **PURPOSE:**

The main aim of this course is to introduce participants to the basic developments, principles and practices in various seawater desalination technologies with an 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 the 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 a knowledge of mechanical, chemical, electrical, or systems engineering.

### **PREREQUISITES:**

- Basic knowledge of water treatments.
- Basic working knowledge of water desalination.

### **DATE & DURATION:**

21-25 January 2018  
Five (5) days  
9:00 a.m.- 2:00 p.m.

### **FEES:**

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

### **CONTACT PERSON:**

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

**In House Training Course By  
National Scientific and Technical Information Center**

## Cataloging of Classification and Metadata Creation

### **PURPOSE:**

- Raise the awareness of the trainee to the importance of cataloging different types of information resources according to standardized international cataloging rules and specifications.
- Provide an understanding of the Library of Congress Classification System.
- Teach Online cataloging by enhancing trainees' knowledge and the ability of creating bibliographic records according to Metadata.

### **OBJECTIVES:**

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

- Determine different types of information resources for cataloging.
- Grasp cataloging according to Anglo-American Cataloging Rules (AACR, 2nd ed.) and electronic cataloging according to Machine Readable Cataloging Codes (MARC).
- Obtain knowledge on the subject cataloging of the information resources according to Library of Congress Subject Schedule (LCSS).
- Understand Library of Congress Classification tools and system..
- Create bibliographic records according to Metadata.

### **INSTRUCTOR(S):**

Ms. Sameera Al-Khayat  
Mr. Taleb Al-Khamis

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

- ◆ Catalogers
- ◆ Information specialists

### **PREREQUISITES:**

- Basic knowledge of cataloging activities.
- Experience in cataloging rules.

### **DATE & DURATION:**

14 –18, January 2018  
Five days  
9:00 am – 1.00 pm

### **FEES:**

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

### **CONTACT PERSON:**

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

## RefWorks: Reference Management Tool

### **PURPOSE:**

The purpose of the course is to introduce the participants to RefWorks - a web-based research management tool that allows users to create, organize, and manage references.

### **OBJECTIVES:**

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

- Create personal RefWorks database.
- Create, organize and manage references.
- Insert citations in a research paper.
- Build a bibliography in different writing styles.
- Import references from different information resources.
- Share references.

### **INSTRUCTOR(S):**

Mr. Bassam Awadh - KISR

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

Researchers

### **PREREQUISITES:**

Basic knowledge of MS-Windows

### **DATE & DURATION:**

8-10 October, 2017

Three days

9:00 a.m. – 1:00 p.m.

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Ms. –Ebtesam Sanam

Tel (direct): (+965) 24986516

# **In House Training Courses By The Techno-Economic Division (TED)**

## Practicing Creativity and Innovation

### **PURPOSE:**

Innovation has been recently the focus of the academic and industrial community. This is due to its importance and contribution to the welfare of the countries in terms of economic growth and creating job opportunities. Spreading the culture of creativity and innovation is important but not enough, and training on processes and tools is needed.

### **OBJECTIVES:**

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

- Appreciate the concepts of creativity and innovation.
- Assess and develop the personal creative ability.
- Practice the methods of a user-driven innovation process.
- Create and test innovative solutions.
- Pitch solutions as a business proposal or community initiative.

### **INSTRUCTOR(S):**

Dr. Hasan. Arman, KISR

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

- Academicians interested in creativity and innovation.
- Managers working in industry.
- Young entrepreneurs.
- Engineering and business students.

### **PREREQUISITES:**

Knowledge of English language.

### **DATE & DURATION:**

14-16/1/2018

3 days

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Ms. –Ebtesam Sanam

Tel (direct): (+965) 24986516

## Project Management, Planning and Scheduling

### **PURPOSE:**

The course is designed to introduce the main issues and topics relevant to carrying out research and scientific projects.

### **OBJECTIVES:**

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

- Get familiarized with the basic elements of project management.
- Get an introduction to projects' controlling methods.
- Present and solve scheduling problems using networks.
- Gain insight on techniques for optimally scheduling projects.
- provide examples from real life problems.

### **INSTRUCTOR:**

Dr Mohamad. Hajeeh (KISR)

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

The course is designed for research assistants and associates (RAs) in and outside KISR.

### **PREREQUISITES:**

Knowledge of statistics is helpful

### **DATE & DURATION:**

11-15 February, 2018

Five days

9:00 am-1:00 pm

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:

Ms. –Ebtesam Sanam

Tel (direct): (+965) 24986516



## STATA 14.2

### **PURPOSE:**

Training participants on STATA data management storage, use, and applications will improve the technical modelling skills.

### **OBJECTIVES:**

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

- Become familiar with STATA environment.
- Write and execute files.
- Have a good grasp on analyzing data for analytical and precision purpose.
- Utilize STATA in their ongoing and prospective projects.

### **INSTRUCTOR(S):**

- Dr. Sulayman Al-Qudsi , KISR
- Dr. Ahmad Al- Awadhi , KISR

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

- RA in TED.
- BA and above.

### **PREREQUISITES:**

None

### **DATE & DURATION:**

19-11-2017 to 21/12/2017  
(5) Weeks.

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. –Ebtessam Sanam  
Tel (direct): (+965) 24986516

## Feasibility Study: Project and Business Development

### **PURPOSE:**

To be able to develop competitive and smart projects in today's economy by introducing and using the following:

- The theory of competitive advantage and its utility and application.
- The effective use of financial markets and indicators.
- Basics of strategy planning and its application.
- Cost/benefit or feasibility analysis in business.
- Harvard Business School style "case studies" approach competitive analyses.
- SWOT analysis.
- Gap analysis.
- Porter's five forces analysis.

### **OBJECTIVES:**

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

- ◆ Prepare and evaluate a feasibility study (C-B Analysis).
- ◆ Consider strategic and multi-dimensional issues related to projects and businesses.
- ◆ Analyze and evaluate projects from an economic and financial perspective.
- ◆ Analyze how a competitive project can survive and flourish.
- ◆ Analyze real world cases and draw conclusions regarding the Kuwaiti market.
- ◆ Prepare a business plan and strategy.

### **INSTRUCTOR(S):**

Dr. Faten. Jabsheh , KISR  
Ms. Noura Abdulmalek , KISR

### **LOCATION:**

Human Resources & Conferences Center , KISR

### **PARTICIPANTS:**

Professionals and managers from all levels of business and project-related fields, including government, ministry, small businesses, private sector, and banks..

### **PREREQUISITES:**

A university bachelor degree

### **DATE & DURATION:**

5 – 9 November 2017  
5 days  
9:00 a.m. to 1:00 p.m.

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Ms. –Ebtessam Sanam  
Tel (direct): (+965) 24986516

## **Computer Courses**

## Introduction to MATLAB

### **PURPOSE:**

Technological advances in many engineering and scientific applications have drastically increased the mathematical complexity of the problem. MATLAB allows users to leverage its inbuilt applications for computationally intensive tasks, and it is a powerful and useful programming 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 on 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 learn and use MATLAB for the following:

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

### **INSTRUCTOR:**

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:**

22-25 October 2017

4 days

8:30 am – 2:30 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:

Mr. Abdullah Al-Nassar

Tel (direct): (+965) 24986672

## MATLAB Advanced

**PURPOSE:**

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

**INSTRUCTOR:**

Dr. Jafarali Parol (KISR)

**LOCATION:**

Human Resources Development & Conferences Center

**PARTICIPANTS:**

Researchers/Scientist/Engineers/Students.

**PREREQUISITES:**

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

**DATE & DURATION:**

10-13 December, 2017  
4 days  
8:30 am – 2:30 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:  
Mr. Abdullah Al-Nassar  
Tel (direct): (+965) 24986672

# Adobe Photoshop CS6

## **PURPOSE:**

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

## **OBJECTIVES:**

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

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

## **INSTRUCTOR:**

Eng. Abdel Raheem Taha

## **LOCATION:**

Human Resources Development & Conferences Center, KISR

## **PARTICIPANTS:**

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

## **PREREQUISITES:**

No prior knowledge of Photoshop is assumed

## **DATE & DURATION:**

17-21 December 2017

Five days

9:00am – 1:00 pm

## **FEES:**

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

## **CONTACT PERSON:**

For further information, please contact the Training Section through:

Mr. Abdullah Al-Nassar

Tel (direct): (+965) 24986672

## Statistical Analysis System (SAS)

### **PURPOSE:**

Part 1: General introductory course on statistical analysis; summary statistics and statistical inference; histograms and sample statistics; and probability and probability distributions.

Part 2: Detailed coverage of Gaussian (normal) distribution and the lognormal distribution; sampling distributions and tests of significance; analysis of variance; multiple variables with emphasis on the bivariate case; correlation and regression; Bayes' theorem and introduction to Bayesian statistics; and Gy's sampling theory for the sampling of particulate materials.

### **OBJECTIVES:**

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

- Understand the concept of a frequency distribution for sample data, and be able to summarize the distribution by diagrams and statistics.
- Understand the principles of probability and the concept of probability distributions.
- Become familiar with binomial, Poisson, normal and log-normal probability distributions.
- Understand linear combinations of random variables and the Central Limit Theorem.
- Understand the concepts of confidence intervals and hypothesis tests.
- Make statistical comparisons of means (paired and unpaired samples), Proportions, and variances.
- Understand the concepts of ANOVA and be familiar with one-way, two-way, and two-way with interaction ANOVA.
- Understand correlation and regression, and make predictions and understand their limitations.
- Understand the concept of sample preparation error within a geo-statistical sampling context.

### **INSTRUCTOR:**

Dr. Sayed Mohsen Saatchi, Associate Professor in Computer Science

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

Anyone who wants to learn the basics of statistics.

### **PREREQUISITES:**

There are no formal prerequisites for this course.

### **DATE & DURATION:**

8-12 October 2017 (Five days) - 9:00am – 1:00 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:  
Mr. Abdullah Al-Nassar  
Tel (direct): (+965) 24986672

# Computer Network Certification

## **PURPOSE:**

Student will describe the features and functions of networking components and acquire the knowledge and skills needed to install, configure, and troubleshoot basic networking hardware, protocols, and services. The contents of this course will help the student prepare for the Network+ certification.

## **OBJECTIVES:**

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

- Identify the basic network concepts.
- Identify the major network communication methods.
- Describe network media and hardware components.
- Identify the major types of network implementations.
- Identify the components of a TCP/IP network implementation.
- Identify TCP/IP addressing and data delivery methods.
- Identify the major services deployed on TCP/IP networks.
- Identify the components of a LAN implementation.
- Identify the infrastructure of a WAN implementation.
- Identify the components of a remote network implementation.
- Identify the major issues and methods to secure systems on a network.
- Identify the major issues and technologies in network security.
- Identify network security threats and attacks.
- Identify the tools, methods, and techniques used in managing a network.
- Describe the troubleshooting of issues on a network.

## **INSTRUCTOR:**

Eng. Tahani Hussain

## **LOCATION:**

Human Resources Development & Conferences Center, KISR, Al FALAK

## **PARTICIPANTS:**

Professionals who wish to increase their knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration.

## **PREREQUISITES:**

IT professionals with essential skills and information in installing, upgrading, repairing, configuring, troubleshooting, optimizing, and performing preventative maintenance of basic personal computer hardware and operating systems.

## **DATE & DURATION:**

21-25/1/2018 (Five days)  
9:00am – 1:00am

## **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:  
Mr. Abdullah Al-Nassar

Tel (direct): (+965) 24986672



## Adobe Dreamweaver CS6

### **PURPOSE:**

The main purpose of this course is to teach the participants how to :

- Design, build, and upload a website using Dreamweaver.
- Develop websites with advanced functionality
- Use the advanced features of Adobe® Dreamweaver® CC to design and develop professional-looking websites.

### **OBJECTIVES:**

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

- ◆ Create a basic web page
- ◆ Structure the content on the web page
- ◆ Integrate external files with Dreamweaver.
- ◆ Work with AP and Spry elements.
- ◆ Work with code view and use coding tools and features available in Adobe Dreamweaver CS6.
- ◆ Link web pages
- ◆ Work with different types of links

### **INSTRUCTOR:**

Mr. Faisal Al-Nabhan  
(Info Center Training Institute)

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

The audience is targeted for anyone needing to learn how to use Dreamweaver without any experience of any version of Dreamweaver.

### **PREREQUISITES:**

An equivalent knowledge of web design with XHTML, HTML, and CSS: Level 1.

### **DATE & DURATION:**

26-30 November 2017  
Five days  
9:00am – 1:00 pm

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Mr. Abdullah Al-Nassar  
Tel (direct): (+965) 24986672

## ICDL: International Computer Driving License

### **PURPOSE:**

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

### **OBJECTIVES:**

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

- Understand the key concepts related to the importance of secure information and data, physical security, and privacy.
- Understand the key concepts related to ICT, computers, devices and software.
- Use a word processing application to create everyday letters and documents.
- Understand the concept of spreadsheets and demonstrate an ability to use a spreadsheet to produce accurate work outputs.
- Demonstrate competence in using presentation software.
- Set up and use online collaborative tools such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.
- Understand the concept of a database, i.e., how it is organized and operated.
- Create a simple database and view the database content in various modes.
- Understand web browsing and online security concepts.
- Understand concepts of online communities, communications, and e-mail.

### **INSTRUCTOR:**

Mr. Ahmad Taysir  
(New Horizons Computer Learning Center)

### **LOCATION:**

Human Resources Development & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

There are no formal prerequisites for this course

### **DATE & DURATION:**

5-16 November 2017  
Five days  
9:00am – 1:00 pm

### **FEES:**

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

### **CONTACT PERSON:**

For further information, please contact the Training Section through:  
Mr. Abdullah Al-Nassar  
Tel (direct): (+965) 24986672

# Management Courses

## أساليب الإدارة الحديثة

### 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 .

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على دور المدير في منظومة وضع الأهداف، وتخطيط وتنظيم العمل .
- 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 المعلومات .

### المشاركون :

الدورة موجهة إلى المدراء ورؤساء الأقسام والوظائف الإشرافية .

### المكان:

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

### لغة الدورة:

اللغة العربية.

### تاريخ انعقاد الدورة:

2017/10/12-8

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتور/حسين دشتي - مدرب ومستشار في التنمية الذاتية .

### المنسق:

للاستفسار يرجى الاتصال على الأنسة /سماح الهاجري - هاتف رقم 24989459

## إعداد وتنظيم المعارض والمؤتمرات

### الهدف العام:

تزويد المشاركين بأساسيات إعداد وكتابة التقارير في العمل ومعرفة الأخطاء الشائعة في كتابة التقارير وكيفية تجنب الوقوع فيها كما يتم تزويد المشاركين بالقواعد الأساسية المتبعة في مهارات الاتصال الفعال.

### الأهداف التفصيلية:

- بنهاية هذا البرنامج سيتمكن المشاركون من اكتساب المعارف والمهارات التالية:
- تعريف مفهوم المعارض ونبذة تاريخية عن تطورها.
- أهمية وأهداف وأنواع المعارض الإعلامية.
- كيفية الإعداد والتجهيز لمعرض إعلامي متخصص.
- أساليب اختيار الموقع والمواعيد وطرق الإعلان والدعاية للمعرض.
- طرق كسب دعم وتعاون الإدارة والجمهور لفعاليات وأهداف المعرض
- تحديد أفضل مجالات تنظيم المؤتمرات والمعارض.
- أخطاء شائعة في تنظيم المعارض والمؤتمرات.
- كيفية التعامل مع الحدث إعلامياً.
- توقعات ما قبل الحدث خدمات ما بعد الحدث.

### 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 و المؤتمرات - معهد الكويت للأبحاث العلمية، الشويخ.

### لغة الدورة:

اللغة العربية.

### تاريخ انعقاد الدورة:

2018/2/15-11.

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

دكتور/ محمد القلاف (مستشار تربيوي و إداري و اجتماعي).

### المنسق:

للاستفسار يرجى الاتصال على السيدة / نسرين يوسف - هاتف 24956748

# التخطيط الاستراتيجي

## الهدف العام:

يهدف هذا البرنامج إلى تزويد المشاركين بالمعارف والمهارات اللازمة للتخطيط الاستراتيجي الحديث واستخدام الأساليب الحديثة وإجراء التحليلات الخاصة بعناصر إعداد الخطط الاستراتيجية وفق أسلوب علمي سليم وكيفية اكتشاف انحرافات الأداء الفعلي عن الأهداف الاستراتيجية وتحليل الانحرافات وتحديد أسبابها واقتراح طرق معالجتها ومواجهة الأزمة.

## الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التفكير والتخطيط الاستراتيجي ... المفاهيم والأهمية و العلاقات التكاملية .
- خصائص القائمين على عملية التخطيط الاستراتيجي .
- مهمة التخطيط الاستراتيجي ومستوياته ومتطلباته .
- تقييم المسارات والبدائل الممكنة، واختيار البديل المناسب .
- تحويل الخطط الاستراتيجية إلى خطط تنفيذية .
- تقييم الأداء في ضوء معايير محددة .

## المشاركون :

الدورة موجهة إلى كافة العاملين في مختلف الإدارات.

## المكان:

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

## لغة الدورة:

اللغة العربية.

## تاريخ انعقاد الدورة:

2017/9/28-24

## رسوم المشاركة:

200 د.ك (مائتان دينار كويتي).

## محاضر الدورة:

الدكتور/نوري بشير- دكتوراه في إدارة الأعمال.

## المنسق:

للاستفسار يرجى الاتصال على الأنسة /ابتسام سنام- هاتف رقم: 24986516

## القراءة السريعة

### الهدف العام:

يهدف هذا البرنامج إلى معرفة المشاركين لطرق وتقنيات ومهارات القراءة السريعة وإظهار الطاقة الكامنة للوصول إلى النجاح، التدريب على استخدام استراتيجيات عدة لأنواع المختلفة من القراءة- استخدام أساليب الارتباط بأجزاء الجسم .

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- كيفية التعرف على سرعتك في القراءة وطرق زيادتها .
- تقنيات زيادة السرعة إلى أكثر من ثلاث أضعاف السرعة في نهاية البرنامج.
- تقنيات مبادئ الخريطة الذهنية وكيفية استرجاع المعلومات خلال دقائق.
- كيفية عمل الذاكرة وطرق تقويتها .
- مفتاح الكتابة السريعة.
- التدريب على قوة الملاحظة والتركيز .

### المشاركون :

الدورة موجهة لكافة الموظفين في مختلف الإدارات.

### المكان:

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

### لغة الدورة:

اللغة العربية.

### تاريخ انعقاد الدورة:

2017/10/18-15.

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتور/يوسف الخضر- مدرب معتمد للقراءة التصويرية.

### المنسق:

للاستفسار يرجى الاتصال على الأنسة /ابتسام سنام- هاتف رقم: 24986516

# القيادة والابتكار

## الهدف العام:

تحقيق أهداف المؤسسة وتنظيم العمل وحشد القدرات والطاقات المتاحة لدى الأشخاص لتحقيق نتائج رائعة وإنجازات مبتكرة.

## الأهداف التفصيلية:

بنهاية هذا البرنامج سيتمكن المشاركون من اكتساب المعارف والمهارات التالية:

- التعرف على مفهوم القيادة.
- شرح أنماط القيادة وأهمية الاتصال والتواصل لدى القائد.
- تدريب المشاركين على التفويض لتطوير العاملين.
- ترسيخ العمل الجماعي ودور القائد.
- تنمية المهارات القيادية المحترفة من خلال تمارين العمل الجماعي.
- التعرف على مستويات القيادة الخمس.
- إعداد الجانب الفني والذهني والسلوكي للقائد.
- إدارة التغيير لدى القيادي الناجح.
- المرونة والتعامل الفوري مع الازمات.
- التعامل الفعال مع الموظفين والتأثير فيهم.
- القيادة بالحب والقيادة بالحوار.

## 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 و المؤتمرات - معهد الكويت للأبحاث العلمية، الشويخ.

## لغة الدورة:

اللغة العربية.

## تاريخ انعقاد الدورة:

2017/12/7-3.

## رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

## محاضر الدورة:

المهندس/ حمزة تقي.

## المنسق:

للاستفسار يرجى الاتصال على الأنسة /ابتسام سنام- هاتف رقم: 24986516



# تنمية مهارات التفكير التأملي والترسيم الذهني

## الهدف العام:

يهدف البرنامج إلى تزويد المشاركين بالأساليب والمناهج والطرق اللازمة لتطوير قدراتهم الذهنية فيما يخص تقوية الذاكرة ومهارات القراءة السريعة والتفكير السليم وذلك بما يحسن أدائهم في العمل.

## الأهداف التفصيلية:

- التعرف على قدرات المشاركين الذهنية وتمييزها للوصول لمستوى ابداع مرتفع.
- تنشيط قدراتهم العقلية غير المستغلة.
- تنظيم الذاكرة لتحقيق المزيد من التنظيم وتحسين مهارات التذكر.
- التعرف على خطوات التذكر وخرائط الذاكرة.
- التدريب على تنمية مهارات القراءة السريعة.
- تنمية مهارات الإنصات بطريقة فعالة.
- التعرف على التفكير وأنواعه و طرق تطويره.

## المشاركون :

المهتمون من مختلف الشرائح.

## المكان:

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

## لغة الدورة:

اللغة العربية

## تاريخ انعقاد الدورة:

15-18 أكتوبر 2017

## رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي)

## محاضر الدورة:

دكتور/ جمال الملا - مستشار و مدرب معتمد

## المنسق:

للاستفسار يرجى الاتصال على الأنسة/ نورة بوحيمد - هاتف رقم 24956749

## حل المشكلات واتخاذ القرارات

### الهدف العام:

يهدف هذا البرنامج إلى تنمية قدرات المشاركين وتزويدهم بمختلف المعارف والمهارات اللازمة لاتخاذ القرارات وحل المشكلات واتخاذ التدابير المناسبة لحلها ومواجهتها، واكسابهم القدرة على التنبؤ بالمشكلات وتشخيصها وذلك من خلال استعراض العديد من النماذج والأساليب المتبعة لتمكينهم من اتخاذ قراراتهم في مجالات عملهم .

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- تعريف المشكلة وخصائصها .
- التفرقة بين المشكلة والظاهرة والتشخيص الدقيق للمشكلة.
- جمع البيانات عن المشكلة وطرق تحليلها .
- منهجية اتخاذ القرارات والأساليب والتنبؤ بها، وطرق التغلب على سلبيتها وتحقيق فعاليتها .
- تعلم وتطبيق أنماط جديدة للتفكير والمساهمة في حل المشكلات.
- استخدام خطة عمل لاستخدام الحلول الابداعية في الواقع الوظيفي .

### المشاركون :

الدورة موجهة إلى المدراء ورؤساء الأقسام في مختلف الإدارات.

### المكان:

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

### لغة الدورة:

اللغة العربية .

### تاريخ انعقاد الدورة:

2018/1/18-14

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتور/ أحمد الحمود- فلسفة الدكتوراه في إدارة الأعمال .

### المنسق:

للاستفسار يرجى الاتصال على الأنسة /ابتسام سنام- هاتف رقم: 24986516

# فن الانجاز السريع

## الهدف العام:

يهدف هذا البرنامج إلى اكساب المشاركين مفهوم فن الإنجاز وادراكهم آثار ومخاطر عادة التأجيل في العمل والحياة ، وتممية قدراتهم بأساليب التفويض التي تحقق الأهداف وتضاعف الإنجاز ، وتزويدهم بالمهارات الأساسية لإدارة الوقت والاستفادة منه بفاعلية عن طريق اكسابهم أساليب وحلول سلوكية ومعرفية لإنجاز الاعمال والمهام ونحو انجاز سريع وأفضل أداء .

## الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على مفهوم فن الإنجاز السريع من حيث اكتساب فن مهارة إدارة الوقت بكفاءة وفاعلية .
  - التفريق بين مفهوم التأجيل وبعض المفاهيم الأخرى ذات العلاقة مثل الإهمال والتهرب واللامبالاة .
  - تحديد آثار ومخاطر التأجيل النفسية والاجتماعية والصحية والاقتصادية والوظيفية .
  - تسجيل الوقت المستغرق في إنجاز الأنشطة اليومية وتحليله .
  - التعرف على التفويض و إدارة الوقت .
  - التعرف على أسباب ضياع الوقت وظاهرة تأجيل الأعمال .

## 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:

2017/12/21-17 .

## رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي) .

## محاضر الدورة:

الدكتور/ سعيد سالمين

## المنسق:

للاستفسار يرجى الاتصال على الأنسة /سماح الهاجري - هاتف رقم 24989459

## قوة الطاقة البشرية

### الهدف العام:

يهدف هذا البرنامج إلى معرفة المشاركين بحلقة الوصل بين العقل اللاوعي والواعي وبين الجسد والروحي مما يعطي دعم ودفعة للأمام في مجال الإنجازات المهنية والشخصية .

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على نشأة علم الطاقة وتاريخه.
- المبادئ السبعة الرئيسة في علم الطاقة.
- نقاط الطاقة السبع الرئيسة في جسم الإنسان.
- القوة الكامنة من وراء التسامح والغفران.
- استخدام بعض التمارين الرياضية، الغذائية والنفسية لتحقيق معادلة الرضا التام.
- علاقة علم الطاقة بعلم التواصل، وعلم ما وراء الطبيعة، وعلم الحاسة.

### المشاركون :

الدورة موجهة إلى كافة الموظفين في مختلف الإدارات.

### المكان:

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

### لغة الدورة:

اللغة العربية.

### تاريخ انعقاد الدورة:

2017/11/9-5.

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتور/سعود الحميدان- دكتوراه في علم النفس السلوكي.

### المنسق:

للاستفسار يرجى الاتصال على الأنسة /ابتسام سنام- هاتف رقم: 24986516

## كيفية إدارة العمل تحت الضغوطات

### الهدف العام:

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

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على أهمية إدارة الوقت .
- الطبيعة الحرجة للوقت، ومتطلبات اقتصاديات استغلاله.
- تزويد المشاركين بعوامل التحفز الذاتي لاستخدام الوقت.
- الرياضة الذهنية المساعدة على استثمار الوقت.
- التعرف على عشر خطوات للحفاظ على اللياقة الذهنية.
- مفهومنا نحن ومدرائنا على بعض الأساليب لضبط واستغلال الوقت بفعالية.
- أثر ضغوطات العمل على إدارة الوقت.

### 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:

2018/2/1-1/28.

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتور/ عبد الأمير الهندال.

### المنسق:

للاستفسار يرجى الاتصال على الأنسة /سماح الهاجري - هاتف رقم 24989459

## مهارات إعداد التقارير و محاضر الاجتماعات

### الهدف العام:

يهدف البرنامج إلى تزويد المشاركين بكل ما يتعلق بالأساسيات و المبادئ العلمية و العملية لمهارات إعداد و كتابة التقارير و المذكرات في العمل، بالإضافة إلى معرفة الأخطاء الشائعة و كيفية تجنبها، حيث يتعرض المشارك لسلسلة من التطبيقات العملية أثناء البرنامج يمكنه في النهاية من تقديم تقريراً نموذجياً يعكس مستوى الاستفادة من المشاركة في البرنامج.

### الأهداف التفصيلية:

- التعرف على العملية الإدارية و مدى ارتباطها بالتقارير الإدارية و الفنية.
- أنواع و تصنيفات التقارير و المذكرات الإدارية و الفنية.
- التعرف على أسس كتابة التقارير و أنواعها و الأسلوب العلمي في صياغتها.
- المهارات الفنية و السلوكية لإعداد و كتابة المحاضر.

### المشاركون :

الدورة موجهة إلى كافة العاملين بالمستويات الوظيفية المختلفة.

### المكان:

مركز التنمية البشرية و المؤتمرات - معهد الكويت للأبحاث العلمية، الشويخ.

### لغة الدورة:

اللغة العربية

### تاريخ انعقاد الدورة:

2017/11/22-19

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

أ.صالح البارود

### المنسق:

للاستفسار يرجى الاتصال على السيدة/ شهد الجزاف - هاتف رقم 24989019

# مهارات التفاوض

## الهدف العام:

يهدف هذا البرنامج إلى تنمية وصقل مهارات المشاركين ورفع كفاءتهم في مجال التفاوض والافتتاح.

## الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على ما هو التفاوض؟
  - مراحل التخطيط والإعداد لما قبل التفاوض.
  - التعرف على البدائل التفاوضية .
  - عناصر الأهداف التفاوضية .
  - مهارات الاتصال للمفاوض.
  - التعرف على الخطوات التسع (9) لعقد جولة تفاوضية ناجحة .
  - الألعاب التفاوضية (5) الخمسة.

## 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:

2017/9/21-17.

## رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

## محاضر الدورة:

الدكتور/وليد الرومي – مدرب ومستشار في التنمية الذاتية .

## المنسق:

للاستفسار يرجى الاتصال على الأنسة /سماح الهاجري – هاتف رقم 24989459

# مهارات الحياة الوجدانية طريقك نحو السعادة والنجاح

## الهدف العام:

يهدف هذا البرنامج إلى استكشاف مهارات وأساليب لتحسين الحياة الوجدانية لدى المشارك و الانطلاق نحو السعادة المهنية.

## الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- تعريف الحياة الوجدانية.
- كيف تعيش سعيداً؟
- التفكير الإيجابي و التفكير السلبي.
- تعرف على ذاتك.
- المشاعر و تأثيراتها علينا و على علاقاتنا بالآخرين.
- مهارات التواصل الفعال.

## 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:

2017/9/28-24.

1-9.

## رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي)

## محاضر الدورة:

الدكتور/خالد الفضلي - أستاذ جامعي .

## المنسق:

للاستفسار يرجى الاتصال على السيدة/ شهد الجزاف - هاتف رقم 24989019



## البرمجة اللغوية العصبية - متقدم

### الهدف العام:

يهدف هذا البرنامج إلى بناء نموذج إنساني متميز متفوق و ناجح في التعامل مع الذات و مع الآخرين، مع تحسين الأداء الشخصي و الوظيفي و كساب المشاركين مهارات الممارسة المتقدمة لعلم البرمجة اللغوية العصبية ، و ذلك عن طريق تزويدهم بمفاهيم ومتطلبات دورة الممارس المتقدم لعلم البرمجة اللغوية العصبية، و العمل على رفع كفاءتهم و فعاليتهم في مجال تطبيق تقنيات الممارس المتقدم من خلال التمارين العملية و التطبيقية التي تصقل مهاراتهم و تنميها فيما يتعلق بهذا العلم.

### الأهداف التفصيلية:

- في نهاية هذه الدورة يتوقع أن يكون المشاركون قادرين على:
- التعرف على مفهوم البرمجة اللغوية العصبية
- التعرف على أنماط التفكير من خلال البرمجة اللغوية العصبية
- التعرف على نماذج علم البرمجة اللغوية العصبية في الاتصال بالذات و الآخرين
- التعرف على دور البرمجة اللغوية في الاتصال مع الآخرين
- التعرف على منهجية البرمجة اللغوية في صناعة الأهداف و ضمان تحقيقها
- استخدام البرمجة اللغوية في تأمين موقف عقلي إيجابي تجاه العمل

### 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:

2017/ 11/ -2 10/29

9:00 صباحا إلى 1:00 ظهرا .

### رسوم المشاركة:

200 د.ك ( مائتان دينار كويتي).

### محاضر الدورة:

الدكتورة/شذا الفايز - دكتورة في علم الاجتماع

### المنسق:

للاستفسار يرجى الاتصال على السيدة / نسرين يوسف - هاتف 24956748

## Key Performance Indicators (KPI)

### **PURPOSE:**

As a result of this course, employees can evaluate the importance of daily tasks and how determine relevant they are to organizational strategic goals and how achieving 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:**

Mr.Mohammed Afif (ACCT - Kuwait)

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

15 – 17 OCT 2017

3 days

### **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. Shahad Al Jazzaf

Tel (direct): (+965) 24989019

## Effective Presentation Skills

### **PURPOSE:**

This training course will give participants some tips on presentation skills that will make speaking in public less terrifying and more enjoyable. This training includes presentation topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

### **OBJECTIVES:**

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

- Perform a needs analysis and prepare an outline.
- Select presentation delivery methods.
- Practice verbal and non-verbal communication skills.
- Knock down nervousness.
- Develop and use flip charts with color.
- Create targeted PowerPoint presentations.
- Describe how video and audio enhance a presentation.
- Enrich the learning experience with humor, questions, and discussion.

### **INSTRUCTOR:**

Mr. Hamoud Al-Sallal  
(Cloud 9 - Kuwait)

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

1-5 October 2017

Five (5) days

### **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 Sanam

Tel (direct): (+965) 24986516

## Advanced Executive Secretary

### **PURPOSE:**

An executive secretary (executive assistant) is a person who works as an administrative assistant for a top executive. This is generally not an entry-level secretarial position. Typically, this job will call for many years of experience as a secretary for predominantly high-ranking officials. The duties of an executive secretary may extend those of a traditional secretary. Although experience may be a contributing factor, some employers may demand professional education or qualification to obtain this position. The Executive Secretarial Course is designed to emphasize various skills and abilities necessary to succeed as an administrator and assistant to top executives. Since the role of the executive secretary is so vast, it requires more skills, and therefore training, than those of a general secretary.

### **OBJECTIVES:**

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

- Know what an executive secretary is.
- Understand the different types of secretaries.
- Comprehend about reception management: phones and visitors.
- Study time management: organization and scheduling.
- Understand file system management.
- Know more about computer software (Word, Excel, PowerPoint, & Outlook) including Internet (Browsing & E-mailing).
- Correspondence: Communicative English including Personality Development & Interview facing Skill.
- Business English and Business Communication (Report Writing, Business Correspondence (email, chat, face-to-face), Letter Writing, Meetings and Inter-Departmental Communication.
- Conduct online meetings and conferences (video and web conferencing, screen-sharing).
- Handle difficult situations.

### **INSTRUCTOR:**

Dr. Khaled Al-Fadhli.

### **LOCATION:**

Human Resources & Conferences Center, KISR.

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

29 October – 2 November (5 days)

### **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. Shahad Al-Jazzaf

Tel (direct): (+965) 24959019

## Time Management

### **PURPOSE:**

This exciting course is the result of years of experience in preparing tailored time management program's 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
- Explored a range of techniques to improve their organization and time management
- Stream line their work areas and personal effects
- Understand the importance of work life balance
- Explored the time management matrix and its effectiveness in the workplace

### **INSTRUCTOR:**

Ms. Meena Khan (ACCT - Kuwait)

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

21 – 23 JAN 2018  
Three days

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

## Project Management Professional (PMP1)

### **PURPOSE:**

The primary purpose of this program is to identify what a project is and avoid misunderstandings that can cause project failure, by ensuring that everyone involved in the project is clear about what is expected of him/her.

The program will cover the following:

- Identifying the project from the point of defining the project to the understanding of how to put tasks under project's form.
- Analyzing the project life cycle.
- Understanding project tools and the methodology of obtaining these tools within the project.
- Identifying each main stage of the project in practicing the correct management tools at each stage.

### **OBJECTIVES:**

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

- ◆ Understand the meaning of the project.
- ◆ Design, and implement project life cycle.
- ◆ Understand project management tools.
- ◆ Troubleshoot the project.
- ◆ Value the project outcome.
- ◆ Put the tasks in a project form.

### **INSTRUCTOR:**

Dr. Rashed Alshatti (Ph.D- Project Management)

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

7-11 January 2018

5 days

### **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. Noura Bohaimed

Tel (direct): (+965) 24956749

## Project Management Professional (PMP2)

### **PURPOSE:**

The primary purpose of the program is to provide reference for anyone interested in the managing and leading the project.

This includes, but is not limited to the following:

- Understanding project management.
- Understanding the role of the project manager.
- Building project leadership.
- Building a project leader.
- Identifying the project and the project manager's potential and pitfalls.
- Project managers and other project team members.
- Managers of project managers.
- Project customers and other project stakeholders.
- Functional managers with employees assigned to project teams.

### **OBJECTIVES:**

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

- ◆ Understand what project management is.
- ◆ Apply the project management methodologies.
- ◆ Become professional project managers.
- ◆ Understand project leadership.
- ◆ Build the abilities to be a project leader.
- ◆ Dominate the project team by becoming a project leader.

### **INSTRUCTOR:**

Dr. Rashed Alshatti (Ph.D- Project Management)

### **LOCATION:**

Human Resources & Conferences Center, KISR

### **PARTICIPANTS:**

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

### **PREREQUISITES:**

N/A

### **DATE & DURATION:**

28 January – 1 February 2018

Five days

### **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. Noura Bohaimed

Tel (direct): (+965) 24956749

