



Organized by



## TRAINING WORKSHOP

# Basic Skills for New Engineers

30 June - 04 July 2019

8.00 am - 4.00 pm

Manama, Kingdom of Bahrain

Course Fee: BD 480

QQA Seal of Recognition



**For Registration & Inquiries:**

**Tel: +973 17-727100 / 17-810 725**

**Fax: +973 17-827475**

**Email: [bsetraining@batelco.com.bh](mailto:bsetraining@batelco.com.bh)**

## Introduction

The recently graduated engineer will be required to know about matters related to professional practice which are not usually dealt with during the academic time. He will be required to know about matters related to engineering practice, rules and regulations, both locally and internationally. In addition, he must work on improving the personal skills to support him in the development of professional career. This course will provide the recently graduated engineers about an overview of engineering practices and essential work skills to be acquired.



## Objective & Benefits

- Enlightened the recently graduated engineers and architects to engineering profession, requirements and required job skills.
- Learn the nature of engineering practice market and requirements.
- Ethics in Engineering and its impact on employee's future.
- Introduce the day to day skills required in their job to enhance the productivity, communication, time management and various essential skills.
- Introduce the difference between accountability, responsibility and ownership.
- Learn the corporate social responsibility for business.
- The participants will learn on how to manage their own personnel development
- To be aware on the projects management steps.
- Knowledge on different problem solving techniques and blocks.

## Course Outline

- Introduction to Engineering Profession
- Business Ethics: A Global imperative with local implications for professionals
- Familiarization with Committees for Organizing Engineering Professional Practices and Engineering Institutions
- Time Management Skills
- Career Development
- Accountability, responsibility and ownership.
- Corporate social responsibility.
- Problem solving techniques and blocks
- Project Management Module 1: Introduction

## ***Who Should Attend?***

*Recently graduated students in any field of engineering, architecture and relevant disciplines who have graduated since maximum of three years. Others students who think that they can benefit from the program can also attend.*

## ***Course Methodology***

*A combination of any of the following may be applied:*

*Reflective Reviews, Knowledge Reviews, Oral Presentations, Group Activities, Case Studies, Films.*



## ***Quality Procedure***

***Assessment:*** All assessments will be conducted during the Workshop. Assessment tasks consist of e.g.: Quizzes, Practical discussions, case studies, role plays, onsite Exercises, hands-on.

***Certificates:*** Certificates will be awarded to the learners who pass in the assessments and completed at least 75% of the attendance report.

***Course Language:*** English

***Progress Report:*** Progress and attendance reports linked to the specifications for the reporting period will be sent to the company of each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

# “BASIC SKILLS FOR NEW ENGINEERS”

## REGISTRATION FORM

Name: .....

Organization: ..... Department: .....

Position: ..... Email: .....

Address: .....

Telephone: ..... Mobile: ..... Fax: .....

Course Title	Duration	Date & Venue	Time	Course Fee
Basic Skills for New Engineers	5-Day	30 June – 04 July 2019 Manama, Bahrain	8:00 am - 4:00 pm	BD 480

### Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

### Method of payment:

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank BIC: NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11
- National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: \_\_\_\_\_ Visa: \_\_\_\_\_ Master Card: \_\_\_\_\_

Card Number: ..... Expiry Date: .....

Card Holder's name and address (if different from above): .....

Signature..... Date: .....

### **Request for Special Needs/Disability Support: (if required)**

Nature of Disability: ..... Required Support: .....



جمعية المهندسين البحرينية - مركز التدريب  
Bahrain Society of Engineers - TRAINING CENTRE

**Please send this completed form to:**

BSE-Training Centre, P. O. Box 835, Manama, Bahrain

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475 / Email: bsetraining@batelco.com.bh