

1. Course Title: **Leadership & Teamwork**

2. Scope With reference to convention Imo Model Course:

This course is designed to equip individual with skills, knowledge and attitudes required to -

- Contribute to safe cargo operation
- Contribute to shipboard personnel management and training
- Knowledge of international maritime conventions, recommendations and national legislation
- Ability to apply task and workload management
- Take precautions to prevent hazards
- Contribute to safe operation of deck equipment and machinery
- Apply precautions and contribute to the prevention of pollution of the marine environment.
- Respond to emergencies
- apply effective resource management
- Knowledge and ability to apply decision-making techniques

in accordance with maritime industry standards.

3. Objective:

After completing the course, the candidates should be able to acquire the knowledge, skills and attitude for the safe cargo operation, effective resource management, decision-making techniques, precautions to prevent hazards, prevention of pollution, emergencies, Ability to apply task and workload management, shipboard personnel management and training.

4. Course Outline Shore base & On board Training:

SI No	Knowledge, understanding and proficiency	Hours
1	Introduction	1.0
2	Working knowledge of shipboard personnel management and training	5.0
3	Need for international maritime conventions, recommendations and national legislation	1.0
4	Ability to apply task and workload management	4.0
5	Knowledge and ability to apply effective resource management	4.0
6	Knowledge and ability to apply decision-making techniques	4.0
7	Conclusion	1.0
	TOTAL	20

5. Competence Standard/Course Syllabus Checked with up-to-date STCW/IMO Model Course:

	LEARNING OBJECTIVES	Hour
1	Introduction	.75
	1.1 Course overview 1.2 Describe the topics and emphasis of the course 1.3 Administration	
2	Working knowledge of shipboard personnel management and training	4.5
	2.1 organization of crew, authority structure, responsibilities 2.2 cultural awareness, inherent traits, attitudes, behaviour, cross-cultural communication 2.3 shipboard situation, informal social structures on board 2.4 human error, situation awareness, automation awareness, complacency, boredom 2.5 leadership and team working 2.6 training, structured shipboard training programs 2.7 knowledge of personal abilities and behavioural characteristics	

3	Need for international maritime conventions, recommendations and national legislation	1.5
	3.1 international maritime conventions – SOLAS, MARPOL, STCW, MLC,– role of IMO, ILO 3.2 Recommendations and national legislation	
4	Ability to apply task and workload management	3.75
	4.1 planning and coordination 4.2 personnel assignment 4.3 human limitations 4.4 personal abilities 4.5 time and resource constraints 4.6 prioritization 4.7 workloads, rest and fatigue 4.8 management (leadership) styles 4.9 challenges and responses	
5	Knowledge and ability to apply effective resource management	2.75
	4.10 effective communication on board and ashore 4.11 allocation, assignment and prioritization of resources 4.12 decision making reflecting team experience 4.13 assertiveness and leadership, including motivation 5.6 obtaining and maintaining situational awareness 5.7 appraisal of work performance 5.8 short and long term strategies	
6	Knowledge and ability to apply decision-making techniques	4.5
	6.1 situation and risk assessment 6.2 identify and consider generated options 6.3 selecting course of action 6.4 evaluation of outcome effectiveness 6.5 decision making and problem solving techniques 6.6 authority and assertiveness 6.7 judgement 6.8 emergencies and crowd management	
7	Conclusion	.75
	7.1 evaluation of course, individual assessments and advice	
8	Assessment	1.5
	Total	20

6. Entry Standard, Selection Criteria of Students:

Trainees or students wishing to gain entry into this course should possess the following requirements:

- **Age:** be not less than 16 years of age.
- **Education & Training:** must have valid seafaring documents.

7. Intake limitation, with specific mention Instructor-student ratio:

The number of trainees should not exceed 24 and the practical training should be undertaken in small groups of more than eight.

8. Qualification and experience of instructors:

Minimum qualification of any instructor or assessor must be Class- I Deck/Engine Officers with tanker knowledge.

9. Qualification and experience of assessors:

Minimum qualification of any instructor or assessor must be Class- I Deck/Engine Officers with tanker knowledge.

10. Details Facilities & Equipment, materials and resources available for the training; Visual aids lecture Notes, Library facilities, Rental documents, Workshops Training Equipment: Navigational, Engineering, Communication, Seamanship etc:

- Projectors and slides
- Multimedia and videos
- Advanced audio visual systems
- Tanker simulator
- Dummy tanker ships, tank lid, manifold
- Pump model Room
- 02 nos Generator set
- Synchronizing panel board
- Well-equipped workshop with modern machineries
- Engine model room
- Bridge Simulator
- Deck Model Room

11. Conduct of Training with number of classroom lectures, practical work use of simulator, video etc:

Period → Day ↓	0900-0945	0945-1030	1030-1115	1115-1145	1145-1230	1230-1315	1315-1400	1400-1500	1500-1545	1545-1630	1630-1715	1715-1800
1 st Day	Introduction	Need for international maritime conventions, recommendations and national legislation		Tea Break	Working knowledge of shipboard personnel management and training			Launch Break	Ability to apply task and workload management		Knowledge and ability to apply decision-making techniques	
2 nd Day	Working knowledge of shipboard personnel management and training		Knowledge and ability to apply decision-making techniques			Conclusion			Knowledge and ability to apply decision-making techniques			
3 rd Day	Ability to apply task and workload management		Knowledge and ability to apply effective resource management		Knowledge and ability to apply decision-making techniques		Assessment					

12. Total duration of Training; Duration of Practical's:

Training period is of 02 days, (20 Hours)


- a. Theory - 18 Hours
- b. Practical - 02 Hours

13. Assessment procedure, whether independent of instruction or continuous performance evaluation:

Course end assessment shall be carried out to ensure adequate knowledge, understanding & competence of the candidate.

A variety of source of evidence are used which include evidence of candidate's ability, under realistic condition. Short answers, multiple choice, fill in the blanks and true/false type questions in a written test are used for assessment includes direct observation, oral questioning and role play.

14. Formats of certificate to be issued with correct reference to STCW and reference to approval and authorization by the Department of Shipping and contact point of the issuing institution for verifying authenticity:

No. NMILT/	গণপ্রজাতন্ত্রী বাংলাদেশ সরকার GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH জাতীয় নৌশিক্ষা প্রতিষ্ঠান NATIONAL MARITIME INSTITUTE নৌশিক্ষা প্রতিষ্ঠানের কার্যালয়, বন্দর চট্টগ্রাম ৪১০০, বাংলাদেশ। South Haliashahar, P.O. Bandar, Chittagong-4100, Bangladesh. Tel. 880-31-740569, Fax. No. 880-31-800620, E-mail: nmictsbdt@btcl.net.bd		PHOTO
	ট্রেনিং কর শিভারশীপ এন্ড টিমওয়ার্কসিটিফিকেট TRAINING FOR LEADERSHIP AND TEAMWORK CERTIFICATE		
এই মর্মে প্রত্যয়ন করা যাইতেছে যে, This is to certify that, জনাব/ Mr.	পিতা / Son of Mr.	জনা তারিখ ও স্থান / Date & Place of Birth	পদবী / Rank
.....
.....
বাংলাদেশে অনুষ্ঠিত হইয়াছে কর শিভারশীপ এন্ড টিমওয়ার্কসিটিফিকেট কোর্সটি কৃতিত্বের সাথে সম্পন্ন করিয়াছেন। has successfully completed basic safety training course on TRAINING FOR LEADERSHIP AND TEAMWORK CERTIFICATE conducted at the National Maritime Institute, Chittagong, Bangladesh.			
এই কোর্সটি আন্তর্জাতিক এনটিসিভিটি-১৯৭৮-কনভেনশন ও ইন্টারন্যাশনাল ট্রেনিং অ্যান্ড ওয়াচ কিপিং A-V/1-1-1 অনুযায়ী অনুষ্ঠিত হইয়াছে এবং বাংলাদেশ সরকারের নৌমন্ত্রণালয় পরিবহন অধিদপ্তরের অনুমোদনক্রমে। The course is in conformity with International Convention on Standards of Training, Certification & Watch keeping for Seafarers, 1978 as amended, Regulation V/1-1 , section A-V/1-1-1 of the STCW code and has the approval of the Department of Shipping, Government of the People's Republic of Bangladesh.			
ইস্যু তারিখ / Date of Issue মেয়াদ উত্তীর্ণ তারিখ / Date of Expiry			
..... সমন্বয়কারীর স্বাক্ষর / Signature of the holder	 প্রধান/Principal	

15. Maintenance of records in Data-base for facilitation of checking including assessments:

NMI will maintain a data-base of all the students who have completed the course. The following records for each individual will be kept so as to ensure that the certificate is issued to a candidate who has met the requirements as laid down by the governing authority regarding issuance of a certificate on Bridge Resource Management.

- Application form
- Assessment papers after completion of course
- Attendance Sheet
- Attested Xerox copy of the issued certificates & licenses
- A registered data-base in hard copy and soft form

16. Internal Quality Standard System if any. Students Impressions, past results:

The institute maintains quality standard system ISO 9001:2008, Certified by DNV GL

17. Course notice served, course conducted as per course notice, progression report served:

Will be complied as per DOS Instruction.

18. Attendance of Students and Instructors:

Students and Instructor attendance sheet attached.

