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Procedure for Developing Short Courses

Scope: All training short term programs to be developed by Green Line Training Institute that do not exceed 40 hours.

Requirements:

1. Course Title

Course title must be selected to reflect the actual content of the course and the level of knowledge and skills expected to be achieved by the learners.
E.g. Basic Fire Extinguisher, Advanced Chemical Management, Intermediate English etc.

2. **Course Code:** Every course must be assigned a unique identification code and be entered in GLTI TM System.
3. **Course Subject:** This should be designated for each course. E.g. HSE, Environment, Driving, Microsoft Office

4. Course Outline:

- The Course Outline shall contain the following information:
- Course Title and Code
- Course Subject
- Course Content (Titles of the Course Units)
- Course Aim and Objectives
- Course Duration
- Target Audience
- Method of Delivery
- Method of Assessment
- Certification

5. Course Objectives

Course objectives should be well defined and must cover all the units and learning outcomes. Course objectives are the expected knowledge and skills that are expected to be displayed by the learner upon the completion of the course. The objectives should be stated using action words such as explain, demonstrate, outline, show, list, display, complete, fill, inspect, carry out, etc..

Example:

Upon completion of this course, the learner should be able to:

1. *Explain the process of assessing the health and safety risks of their own workplace.*
2. *Carry out a hazard identification activity and establish a hazard register for their organisation.*

6. Target Audience: The course should be designed to target a defined audience and the target audience should be stated as part of the Course Details.

Examples:

- Workers that are expected to work in oil and gas concession areas
- Supervisors and Line managers
- Professional and Occupational Drivers

7. Course Approval: All courses to be delivered in GLTI must be reviewed and approved by the relevant Head of Department.

8. Course Package

Every course must have a Course Package that includes:

1. Course Outline/Curriculum
2. MOHERI Approval
3. Session Plans
4. Trainer Notes
5. Course Presentations
6. Handouts and other training aids
7. Assessments

9. Standardisation

All GLTI Course materials shall follow a basic standard format as per the following:

a. Presentations

- First Slide theme, as shown in figure 1.
- GLTI Logo to be placed at the left corner of all other slides
- Use Calibri (Body) Font.
- The First Slide should be the Title slide with a relevant image to the topic.
- Slide 2&3 – should be the Induction and Introduction Slides introducing the audience to the venue.

- Slide 4 – Should introduce the Course; its aim, duration, and course content. Divide the contents into Units.
- Slide 5 Introduce the first Unit and its Objectives.
- Summarise the content of the unit at the end of each unit.



Figure 1

b. Course Handouts

- Handouts topics and their arrangements should be a reflection of the course content and the presentation materials with additional or deeper information
- Use Calibri (Body) font of size 12 or 14
- Use Bold font for Titles and sub-titles.
- Support handouts with relevant images and/or charts
- Use reference for any externally sourced material.
- All handouts must have GLTI Logo on top of each page in addition to the Course Title and code.
- All handouts to be regularly revised for relevance and improvement.

10.Course Revision: Courses developed by GLTI must be revised every year or as per the following circumstances:

- Clients specific requirements for the content, duration, training method, etc.
- Change of regulations related to the course subject.
- New standards related to the course subjects.
- New information to be introduced related to the course subject.
- Learners' feedback and improvement opportunities.