



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY



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Mentoring Best Practices SIBLINE Internship Program

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WHO'S SIBLINE

- Ciment De Sibline S.A.L. was founded in 1974 as an industrial set up, built in Mount Lebanon district, near the Southern Part of the country. The main facilities are in Sibline and it maintains branch office in Beirut.
- SIBLINE is the third largest producer of clinker and cement in the Republic of Lebanon. It manufactures around 3,400t/d Clinker.
- SIBLINE currently provides 430 job positions and puts forward indirect employment for more than 800 people in the domain of logistics, transportation and distribution of cement and other products.



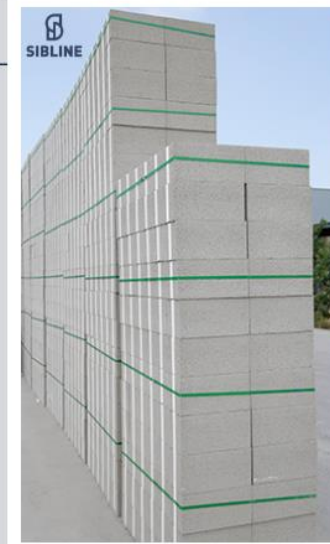
Leaders in the Cement and Concrete Industry!

- In addition, SO.IME Liban sal, a subsidiary company of SIBLINE, produces ready-mix concrete at an annual capacity of 200,000m³.
- Sibline is operating since 2015 a fully automated factory producing Polystyrene and concrete masonry blocks up to 8 million lightweight and normal weight blocks from 750 to 2200kg/m³.

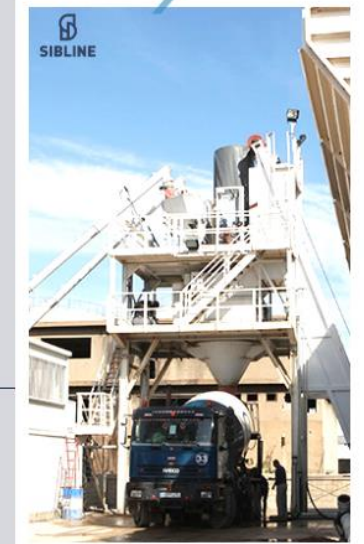
CEMENT



BUILDING MATERIALS



READY MIX CONCRETE



SIBLINE Internship Program

- Internships at the SIBLINE are unpaid positions providing students with **practical experience**.
- SIBLINE receives interns during the **school year** and also during **summer time**.
- Interning in a field of choice will stand out on a **students resume** and help them with their **job search after graduation**.
- The students who interest us most are those who are **mobile, flexible, achievement-oriented, enthusiastic** about their development, **and committed** to working with us to **gain experience and knowledge**.
- The opportunity is not just for those who are prospective scientists and engineers. In addition to functions typically associated with the industry like **Engineering, Supply Chain and Technical Services**, departments such as **Human Resources, Administration and IT**, all host students who have an interest in those areas.



SIBLINE Internship Program – Cont'd

- A **letter from the college/university** must be provided in order to apply for the internship.
- Before starting, the intern receive a **schedule including his program** during the training.

We discuss the following with the intern:

- **Information about the organization.**
- We clarify relevant **policies and procedures** to interns on their first day (e.g., **attendance policies, break times, days off..**).
- We specific **duties/responsibilities** of the intern.
- Explain the **Quality/Environment and Safety Policy and safety requirement** in the plant.
- We provide the intern with **regular feedback, guidance, and support**



SIBLINE Internship Program – Cont'd

- At the end of the training each intern should submit a report including all the information earned during the training at SIBLINE.
- **Evaluation** is important to an intern's development and is an opportunity to **identify strengths and weaknesses**.
- **Progress towards or accomplishment of learning objectives** as stated in the learning agreement.
- **Skill development or job knowledge** gained over the course of the internship.
- **Overall contribution** to the mission of the organization.
- Dependability, punctuality, attendance.
- Relations with others, **overall attitude**.
- Based on all the above SIBLINE Provide the student with a **letter of recommendation graded**.



Information Technology Internship Program

IT Training Program:

- Data Center & Servers
- IT Hardware
- IT Networking & Cyber-security
- Software (ERP, CRM, BI, AI, MS-Office & Applications...)
- Data Management & Data Security
- IT Documentation & Helpdesk

Data Center & Servers

Our IT stuff will introduce the Data Center structure to the trainees, as a general info, due to the confidential and security limits in this sector.

Server, switches, patch panels, routers...

Physical and virtual server structure

Data backup storage and tape devices

Power supplies and UPS



IT Hardware

Hardware sector is divided into two main sectors:

End-user sectors covering user's PC, utilities, printers, scanners... where our stuff explain the task to trainee, discuss it, proceed with the implementation by the trainees with the support of our stuff.

Servers and critical devices are covered by our IT stuff.



The background of the slide features a blurred image of a person wearing safety glasses, working on a dense array of blue network cables in a server rack. The person's hands are visible, plugging or adjusting the cables. The overall scene is brightly lit, with a focus on the technical infrastructure of IT networking.

IT Networking & Cyber-Security

- Data transfer and communications are based on Networking infrastructure. Trainees are involved directly in Local Area Network (LAN) and getting general info about internet and Wide area network (WAN), as it's a part of the network security.
- IT Monitoring Systems, Local switches, sockets, structured cabling... are part of the tasks assigned to the IT trainees.

Data Management & Data Security

- Data Sources are summarized generally as: end-user data, servers Database & system performance.
- IT trainees are involved in supporting data related to end-users and its backup and recovery.
- System performance data is a tool where IT trainees get data from, for support uses.
- Server data is an IT staff responsibility.



Software

(MS. Office, ERP, CRM...)

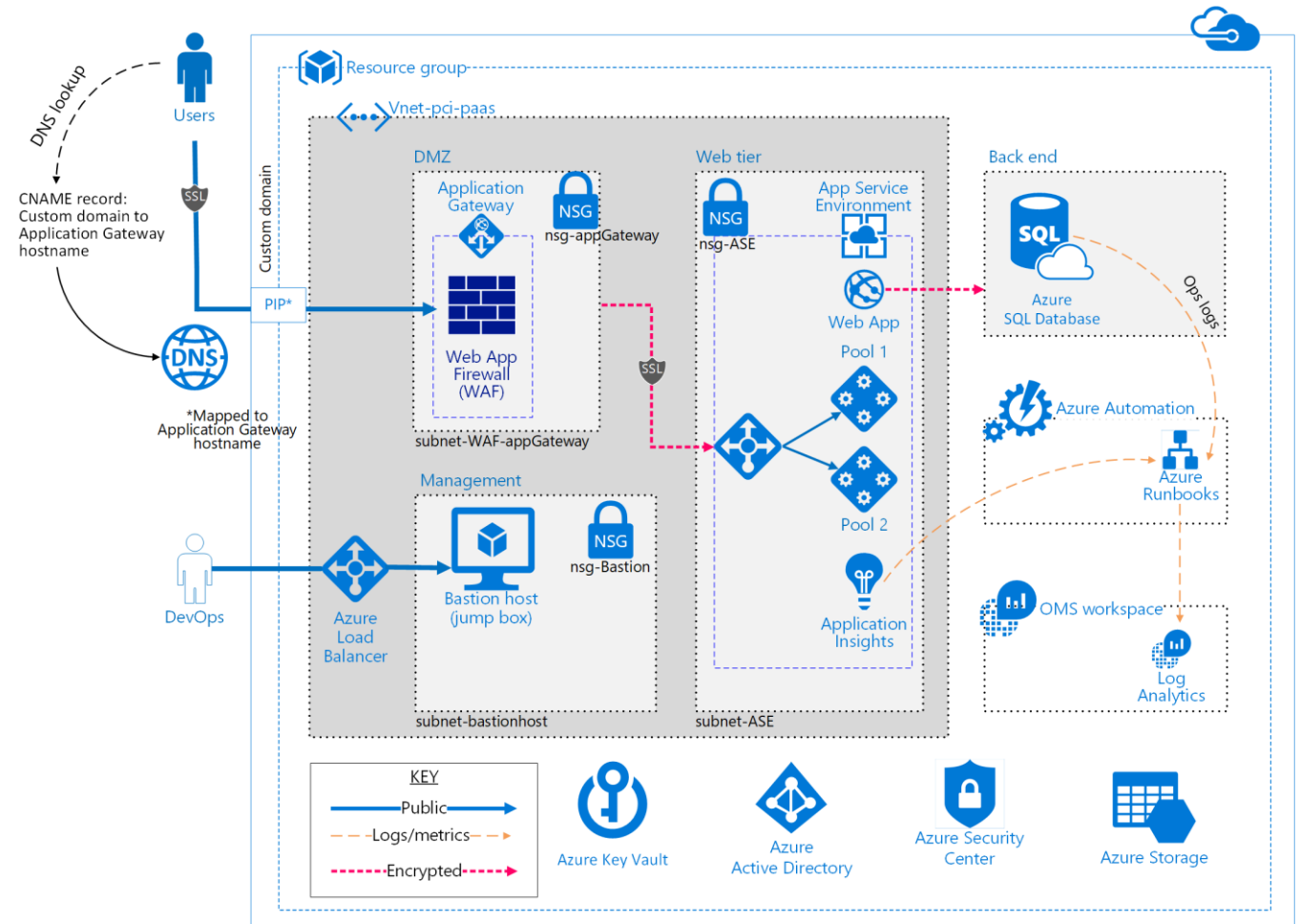
- IT daily tasks, in majority, are related to software and especially Microsoft Office. Trainee will be ready to solve these issues, train or clarify to user unknown usage information.
- ERP, CRM and other applications (at end-user level) are also a part of the training that the trainees will receive.



Helpdesk & IT Documentation

- Through Helpdesk system, IT tasks, as tickets, are assigned to employees and trainees, in a way that satisfy the needs of the company. Trainees receive tickets and follow-up the task solving the issue then closing the ticket.
- IT documentation is a must in IT department as reference for the staff, showing the whole IT infrastructure, including IT policies and responsibilities.

These documentations, are made to facilitate the troubleshooting and raise the performance of the team.



Thank You!



www.siblinelb.com