

## PROJECT MANAGEMENT COURSES

### FUNDAMENTAL OF PROJECT MANAGEMENT

**Description:**

This course is designed for delegates with basic/no knowledge of project management tools or techniques, and who are now looking to be involved in projects. This course contains: Fundamentals of Project Management, Characteristics of a project, Project initiation and scope planning, Scope definition, verification, and change control, Time management, Schedule development and control, Resource identification and cost approximating, Budgeting and cost control.

**Objectives:**

- Be able to establish project goals,
- Fix managerial philosophy and strategy,
- Plan project,
- Design organizational structures,
- Generate and maintain teamwork,
- Manage a project life cycle,
- Meet project objectives,
- Handle the transition to operational start-up.

**Target Audience:**

- College students who are currently enrolled in a traditional project management course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little project management from scratch without taking a full course.
- Project Management, Gary R. Heerkens, 2002, McGraw-Hill Companies.

**Training Period:**

- 25 hour

**PROJECT LEADERSHIP, MANAGEMENT AND COMMUNICATIONS**

**Description:**

This course is designed to equip Trainees with the "soft skills" needed for managing projects, including leadership, communications, team organization and development, conflict management, and quality management. Using case studies and exercises, participants will explore vital aspects of project leadership such as the use of participative management to build commitment, leadership styles, organizational cultures and configurations, interpersonal skill development, project staffing, and working with distance-separated teams.

**Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Demonstrate a fundamental understanding of leadership and the skills necessary for effective leadership
- Describe their own personal leadership orientation and philosophy
- Explain effective techniques and strategies for articulating a vision
- Outline the importance of setting goals
- Employ sound decision-making
- Exhibit effective team skills and identify team building skills
- Discuss the roles of empowerment and delegation as an effective leadership skill
- Illustrate the role of a leader in initiating change and helping others to adjust to change
- Recognize the various types of conflict and ways to manage and/or create it
- Interpret and evaluate the servant-leader's role in leadership

**Target Audience:**

- College students who are currently enrolled in a traditional project leadership course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little project leadership from scratch without taking a full course.

**Training Period:**

- 25 hour

## QUALITY FOR PROJECT MANAGERS

### **Description:**

This course will give you the skills to successfully integrate quality management concepts with project management practices to create a system for implementing quality methods in a project plan. Learn vital lessons from industry to ensure that your projects deliver quality first time satisfy your clients and are profitable. Gain quality audit skills and develop a quality assurance plan.

### **Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Integrate project quality management into the entire project life cycle
- Use five steps to plan effectively for project quality management
- Use five steps to assess and improve your organization's current quality capabilities to ensure that projects will meet specified quality standards
- Ensure customer satisfaction by monitoring results using project quality control tools
- Apply project quality management tools and techniques to "real world" project management situations

### **Target Audience:**

- College students who are currently enrolled in a traditional quality for project managers course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little quality for project managers from scratch without taking a full course.

### **Training Period:**

- 25 hour

**PROJECT PLANNING, SCHEDULING AND COST CONTROL**

**Description:**

Study of the concepts used in planning and controlling construction projects. Understanding the impact and methodology of construction cost control, project planning in relation to costs, scheduling and control of projects, minimizing and controlling costs on site, project cost forecasting and accounting functions, the estimating process and its effect on project cost control, communicating & assisting management re: cost methods and control, gaining additional insight into the process of work and cost analysis, cost reporting systems - new technology in monitoring costs and reports, understanding the effect of improper field reporting on cost control, maintaining and managing documents, materials, tools and equipment controls, understanding the Contract process from bidding to project close-out.

**Objectives:**

- The objective of planning, scheduling and cost control is straightforward -- complete the project on time and within budget; maintain a high level of technical quality; conform to all applicable codes and local ordinances; reflect the client's scope, standards and other requirements; incorporate applicable professional engineering standards and practice; be responsive; maintain an excellent working relationship with the client's representatives and others involved in the execution of the project; and continuously strive for technical excellence.

**Target Audience:**

- College students who are currently enrolled in a traditional project planning course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little project planning from scratch without taking a full course.

**Course Materials:**

- Project Planning and Control, Eur Ing Albert Lester, 2003, Elsevier Butterworth-Heinemann.

**Training Period:**

- 25 hour

## PROJECT MANAGEMENT APPLICATIONS

### **Description:**

This course contains a comprehensive synthesis of core project management principles designed to reinforce skills learned throughout the core curriculum. Build on your new competencies, test your knowledge, and practice your skills within an extensive, realistic, project management case study.

### **Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Select the level of staffing, resources, and management support required for a project
- Assemble a project team and gain commitment on project objectives
- Assign tasks based on work breakdown structure
- Estimate time and costs and present a project plan to team members and stakeholders
- Create a project binder documenting each stage of the project and lessons learned

### **Target Audience:**

- College students who are currently enrolled in a traditional project management applications course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little project management applications from scratch without taking a full course.

### **Training Period:**

- 25 hour

## RISK MANAGEMENT

### **Description:**

In this course, the Trainee will explore the risk management processes in the Project Life Cycle. You will examine the inputs to and outputs from risk identification, quantification, response development and control. You will also practice questions for the certification test focused on project risk management.

### **Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Use a practical, eight-step process to manage project risk
- Identify threats and opportunities and weigh their relative value in your project
- Control multiple risks using concise strategies
- Overcome psychological barriers to risk in stakeholders and team members
- Make risk and opportunity integral components of your next project plan

### **Target Audience:**

- College students who are currently enrolled in a traditional risk management applications course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little risk management applications from scratch without taking a full course.

### **Training Period:**

- 25 hour

## CONTRACT MANAGEMENT

### **Description:**

This course is designed for improving the Trainee skills to work effectively with contracting managers, purchasing professionals, and subcontractors to accomplish key objectives. Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services throughout government and industry, a solid understanding of the contracting process is critical, and can give the Trainee an advantage whether he is on the buyer's or seller's side.

### **Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Identify contract components and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract legalese
- Choose the offer that will result in the best value for the buyer
- Agree on objectives, requirements, plans and specifications
- Negotiate favorable terms and make revisions to the contract
- Apply rules of contract interpretation in project disputes
- Administer contracts appropriately, and know when and how to terminate before or upon completion

### **Target Audience:**

- College students who are currently enrolled in a traditional contract management applications course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little contract management applications from scratch without taking a full course.

### **Training Period:**

- 25 hour

## NEGOTIATION SKILLS FOR PROJECT MANAGERS

### **Description:**

Our training course explains the negotiation process, identifies the steps in negotiation, and allows you to practice in a workshop setting. The Trainee also learns about power, the rules of negotiation, the planning process, situational issues, and mistakes to avoid.

### **Objectives:**

Upon successful completion of this course, the Trainee will be able to:

- Use competitive and collaborative negotiation strategies with success
- Recover a stalled negotiation using breakthrough techniques
- Adjust your negotiating style to match the preferences of the other party
- Deactivate the impact emotions and focus on finding agreement
- Apply negotiation skills for efficient cost and schedule performance
- Plan strategies to effectively develop and manage collaborative relationships critical to your project

### **Target Audience:**

- College students who are currently enrolled in a traditional Negotiation Skills for Project Managers applications course and who would like some additional materials to review.
- Entrepreneurs and others who would like to learn a little Negotiation Skills for Project Managers applications from scratch without taking a full course.

### **Training Period:**

- 25 hour