



Asia Masters Center

Mastering Project Management



Mastering Project Management

➔ Course Objective

- What makes a person a ‘Master’ of Project Management
- The importance of knowing your outcome before you start a project
- The importance of planning and how to manage the Planning Process
- The importance of people management skills in delivering of projects
- How to keep the team focused on the delivery goal
- How to set up and operate disciplines required to monitor and control projects

➔ Target Audience

- managers
- senior buyers
- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies

➔ Course Outline

DAY 1

➤ **Introduction to Projects**

- What is a project?
- Benefits of project management
- Why some projects fail?
- The 5 principles of project management
- Using a project management ‘approach’
- The business case – it’s importance and relevance
- Roles in project management
- Building the project management team

DAY 2

➤ **Scoping and Laying the Foundations**

- Developing a clear project scope and objectives
- Leadership in projects – what does it mean to you?
- Project paperwork – is it really necessary?
- Stakeholder management – the first stage of risk assessment
- Risk management – ensuring you practice prevention
- Developing your project plan using a robust planning process Stage

DAY 3

➤ **Organising for Success and Gaining & Maintaining Commitment**

- Developing your project plan using a robust planning process Stage II
- Personal attitudes and human behaviours
- Effective influence and persuasion
- Empowerment through effective delegation
- Understanding interpersonal relationships and the impact on performance



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DAY 4

- **Monitoring and Controlling Projects**
- Tracking you are still delivering the project – data information
- Managing the tensions
- Further developing your people (soft) skills
- Lessons learned and creating learning culture
- Knowledge transfer
- The Project Support Office

DAY 5

- **Staying Focused, Delivering and Closing Your Project**
 - Decision making for success
 - An introduction to creative thinking
 - Personal time management – the impact on projects
 - Meeting skills
 - Formally closing the project
 - Celebrating success
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- **The Feature Of Asia Master Training And Development Center**
- we pick up the customer from the airport to the hotel.
 - we give the participant training bag includes all the necessary tools for the course.
 - Working within groups to achieve the best results.
 - All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
 - We can assist you in booking hotels at discounted prices if you wish to book through us.
 - We offer the certificate from Asia Masters Center for Training and Administrative Development.



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➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

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