Advanced Management Program

Advanced Management Program

➡️ ## Course Objective

- Building confidence to immediately take the PMP® examination upon the conclusion of the course
- Providing tips to delegates to answer difficult multiple-choice questions
- Creating a study technique and setting up a network of learners or group study
- Practising answering questions like in the real examination during the classes and outside classes
- Rationalizing answers to examination questions
- Get an overview of the Risk Management Process
- Learn to identify risks that affect project quality, time & schedule, cost and scope
- Apply useful techniques to identify, analyze, mitigate and monitor risks in the project life cycle
- Learn how to create an effective risk monitoring plan and risk management strategies
- Use a practical, six-step process to manage project risk
- Develop a risk budget based on expected monetary value (EMV)

➡️ **Target Audience**

- managers
- senior buyers
- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies
- architects, construction professionals
- anyone responsible for purchasing at a senior level who seeks to enhance their skills further.
- Purchasing and supply chain managers Project managers.

➡️ **Course Outline**

MODULE 1: Framework

- PMI$^®$ certification process to become a PMP$^®$
- Define processes, methodologies, and concepts within the 10 knowledge areas
- Define key terms
- Describe application of principles and techniques to manage projects
- Personal expectations correlated to learning objectives

MODULE 2: PMP® Preparation

➢ Review of PMP® Certification process

➢ Test-taking strategies

➢ Review of the 5 project management process areas and the professional responsibility domain

➢ Review the 10 knowledge areas

MODULE 3: Project Integration Management

➢ Develop Project Charter

➢ Develop Project Management Plan

➢ Direct & Manage Project Work

➢ Monitor & Control Project Work

➢ Perform Integrated Change Control

➢ Close Project or Phase

MODULE 4: Project Scope Management

➢ Plan Scope Management

➢ Collect Requirements

➢ Define Scope

➢ Create WBS

➢ Validate Scope

➢ Control Scope

MODULE 5: Project Stakeholders Management

➢ Identify Stakeholders

➢ Plan Stakeholders Management

➢ Manage Stakeholder Engagement

➢ Control Stakeholder Engagement

MODULE 6: Project Time Management

➢ Plan Schedule Management

➢ Define Activities

➢ Sequence Activities

➢ Estimate Activity Resources

➢ Estimate Activity Durations

➢ Develop Schedule

➢ Control Schedule

MODULE 7: Project Cost Management

➢ Plan Cost Management

➢ Estimate Cost

➢ Determine Budget

➢ Control Costs

MODULE 8: Project Quality Management

➢ Plan Quality

➢ Perform Quality Assurance

➢ Perform Quality Control

MODULE 9: Project Human Resource Management

➢ Develop Human Resource Management

➢ Acquire Project Team

➢ Develop Project Team

➢ Manage Project Team

MODULE 10: Project Communications Management

➢ Plan Communications Management

➢ Manage Communications

➢ Control Communications

MODULE 11: Project Risk Management

➢ Plan Risk Management

➢ Identify Risks

➢ Perform Qualitative Risk Analysis

➢ Perform Quantitative Risk Analysis

➢ Plan Risk Responses

➢ Control Risks

MODULE 12: Project Procurement Management

➢ Plan Procurement Management

➢ Conduct Procurements

➢ Control Procurements

➢ Close Procurements

- ➢ **MODULE II – Project Risk Management & Compliance**

Risk Management Framework and Planning

- ➢ **Introduction**
- ➢ Key definitions
- ➢ Project Management Body Of Knowledge (PMBOK) – 6 risk management processes
- ➢ Project risk management goal
- ➢ Purpose of risk management
- ➢ Benefits of risk management
- ➢ Responsibilities in risk management
- ➢ Integrating risk management into the project management process
- ➢ Components of risk
- ➢ Types of risk
- ➢ Six steps of risk management
- ➢ Plan the approach to risk management
- ➢ Risk Identification
- ➢ Risk Assessment & Quantification
- ➢ Risk Response Plan Development
- ➢ Risk management plan execution
- ➢ Evaluating risk response results
- ➢ **Risk Planning (Step 1)**
- ➢ Plan the approach to risk management

➢ Planning inputs, tools & outputs

Risk Identification Processes

➢ **Risk Identification (Step 2)**

➢ Identification inputs & tools

➢ Identification guidelines

➢ Risk identification techniques

➢ Risk categories

➢ Risk identification outputs

➢ **Review of Cost & Schedule Estimating in Relation to Risk**

➢ Cost estimating classes & types

➢ Cost estimating methods

➢ Accuracy, allowances, contingency & management reserve

➢ Work Breakdown Structures (WBS)

➢ Schedule diagramming – critical path method (CPM)

➢ Resource management

➢ Earned value method (EVM)

➢ Baselining

Risk Assessment and Quantification Processes

➢ **Risk Assessment & Quantification (Step 3)**

➢ Risk analysis inputs

➢ Risk analysis guidelines

➢ Probability analysis

- Impact analysis

- Risk analysis approaches – qualitative & quantitative

- Risk analysis tools & techniques

- Statistical sums in risk analysis

- Program Evaluation & Revue Technique (PERT)

- Monte Carlo simulation

- Decision trees

- Project risk rating & prioritizing

- Risk analysis outputs

Risk Response Plan Development

- **Risk Response Plan Development (Step 4)**

- Risk response development inputs, tools & techniques

- Risk response strategy guidelines

- Response strategies for threats

- Response planning & network diagramming

- Response analysis

- Alternative responses

- Reserves – contingency & management

- Response planning outputs

Risk Response Control

- Risk management plan execution (Step 5)

- Risk response control tools

- Risk response control guidelines

- Risk strategy   execution
- Evaluating risk response results (Step 6)
- Risk documentation

Enhancing Our Personal Effectiveness

- Acting with intentionality and purpose
- Appreciating and displaying a transformational leadership style
- Matching your manager's needs with your outcomes
- Enhancing your self-confidence and personal power
- Using personality insights to influence others better
- Managing, harnessing and exploiting the power of your emotions

Understanding Teams and their Functioning

- Understanding the development of teams and their changing nature
- Considering the five types of teams
- Appreciating the key team roles and your unique contribution
- Assessing the development stage of a team
- Guarding against 'Group think' and risk-aversion
- Recognising the 7 negative neurological triggers

Enhancing Team Effectiveness

- Understanding the four team leadership styles
- Optimizing communication within the team
- Adopting a highly effective meeting framework
- Role-modelling, inspiring and stimulating within the team

➢ Coaching and acknowledging the contribution of your colleagues

➢ Encouraging creativity, innovation and entrepreneurship

Enabling Continuous Individual and Team Learning

➢ Monitoring your team's performance and morale

➢ Providing non-threatening and up-building feedback to each other

➢ Using 360 degree feedback to support personal and group L&D

➢ Facilitating the design of personal development plans

➢ Using technology to encourage collaboration and commitment

➢ Scheduling regular and inspiring audit meeting

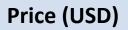➢ The design of financial models for forecasting and decision-making

➢ **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.

Asia Masters Center

➡️ **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 **Account name: Asia Masters Center SDN. BHD** **Bank account number: 80-0733590-5** **Swift code: CIBBMYKL** **IBAN: Null**