



*Training Course:  
Project Management Skills*

*25 - 29 November 2024  
Geneva (Switzerland)*

## Training Course: Project Management Skills

Training Course code: PC4111 From: 25 - 29 November 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250  
€ Euro

### Introduction

The overall aim of this course is to provide participants with the necessary skills required to plan their projects by creating project scope statements and project work breakdown structures. Additionally, participants will learn how to develop key performance indicators for monitoring and controlling their project schedule and budget. The course also aims at assisting participants in appraising the feasibility of their projects by applying capital budgeting techniques. Finally, the course will cover how to effectively plan project stakeholders' engagement and manage their expectations.

### Course Objectives of Project Management Skills

By the end of the course, participants will be able to:

- Plan projects using a statement of work and Work Breakdown Structure WBS
- Schedule projects activities and build the project network model
- Calculate project budgets and schedule variances using Earned Value EV techniques
- Select the right projects using capital budgeting techniques
- Relate to project stakeholders through better negotiation and communication skills

### Course Methodology of Project Management Skills

The course uses a mix of interactive techniques, such as brief presentations by consultant and participants, and psychometric assessments. The course also features the use of a number of group exercises and case studies followed by plenary discussions.

### Who should attend

Project managers, members of project offices, project sponsors, functional managers, senior management and individuals interested in project management. This course is worth 30 Professional Development Units PDUs.

### Course Outlines of Project Management Skills

Day 1:

- Planning projects

- Projects versus operations
- Project management definitions
- Managing project constraints
- Applications of project management
- Potential benefits of project management
- Definition of project life cycle
- Project charter
- Project scope statement
- Project specifications
- Work breakdown structure
- Project decomposition

#### Day 2:

- **Scheduling projects**
  - Linking activities and WBS sequencing
  - Predecessors sequencing techniques
  - Program evaluation and review technique PERT
  - Critical Path Method CPM
  - Forward and backward scheduling
  - Gantt chart
  - Milestone chart
  - Slack management
  - Schedule compression techniques
  - Myths and realities of schedule compression
  - Resource planning
  - Resource leveling

#### Day 3:

- **Organizing and controlling projects**
  - Project organization and project control
  - Mastering earned value management
  - Schedule and budget variances
  - Schedule and cost performance indexes
  - Earned value management benefits
  - Project management reporting
  - Auditing a project
  - The role of software in project management

#### Day 4:

- **Selecting projects using capital budgeting techniques**
  - Definition of capital budgeting
  - Accounting Rate of Return ARR
  - Payback Period PP
  - Net Present Value NPV
  - Internal Rate of Return IRR

Day 5:

- Managing project stakeholders
  - Identifying stakeholders
  - Types of stakeholders
  - Managing stakeholder engagement
  - Project manager skills
  - Project negotiation

## Registration form on the Training Course: Project Management Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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