



*Training Course:  
Mastering Project Management*

*13 - 17 October 2024*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Mastering Project Management

Training Course code: MA235336 From: 13 - 17 October 2024 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3250 € Euro

### Introduction:

Welcome to the "Mastering Project Management" training program! In this comprehensive course, we will delve into the fundamental principles, best practices, and advanced techniques essential for effectively managing projects of any scale. Whether you're new to project management or seeking to enhance your skills, this program will equip you with the knowledge and tools necessary to excel in the dynamic field of project management.

### Target Audience:

This training program is designed for professionals across various industries who are involved in project management or aspire to take on project management roles. It is suitable for:

- Entry-level project managers seeking to establish a strong foundation.
- Experienced project managers looking to refine their skills and stay updated on industry trends.
- Team members, stakeholders, and individuals involved in project planning and execution.

### Objectives:

By the end of this training program, participants will:

- Understand the core concepts, methodologies, and frameworks of project management.
- Develop proficiency in planning, executing, monitoring, and controlling projects.
- Learn effective communication, leadership, and stakeholder management techniques.
- Acquire tools and techniques for risk management, resource optimization, and project documentation.
- Gain insights into managing project constraints, adapting to change, and ensuring project success.

### Outlines:

Day 1:

#### Foundations of Project Management

- Introduction to project management
- Importance of project management in organizations

- Project life cycle and phases
- Project stakeholders and their roles
- Key project management methodologies Waterfall, Agile, etc.

#### Day 2:

##### Project Planning and Scope Management

- Defining project scope, objectives, and deliverables
- Work breakdown structure WBS development
- Activity sequencing and scheduling
- Resource allocation and management
- Risk identification and assessment

#### Day 3:

##### Project Execution and Monitoring

- Team development and management
- Effective communication strategies
- Project tracking and progress monitoring
- Quality assurance and control
- Change management processes

#### Day 4:

##### Project Control and Risk Management

- Performance measurement and variance analysis
- Earned value management EVM
- Project reporting and documentation
- Risk response planning and mitigation strategies
- Contingency planning and risk reassessment

Day 5:

Project Closure and Continuous Improvement

- Project closure activities and lessons learned
- Client acceptance and stakeholder feedback
- Post-project evaluation and performance review
- Project management tools and software overview
- Personal development and career advancement in project management

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

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

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
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registration  
form to: +20233379764

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info@gh4t.com  
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Complete & return the  
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