



*Training Course:  
New Project Manager*

*17 - 21 March 2025  
Geneva (Switzerland)*

## Training Course: New Project Manager

Training Course code: PC234579 From: 17 - 21 March 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Course Introduction:

This course will take participants through all aspects of project management and provides extended tools and techniques in managing projects. This course looks at the practical tasks, tools, techniques, and skills that need to be undertaken or applied to ensure a project happens as planned, results are achieved and the project is completed to specification, on time and on budget.

### Course Objectives of New Project Manager

- Learn project management fundamentals
- Learn tools and techniques presented in a series of exercises
- Understand the role of the project manager
- Understand the key skills needed to ensure project success
- Learn and practice the newest project management techniques

### Course Outlines of New Project Manager

#### DAY 1

- Project Management Institute PMI
- The PMBOK® Guide purpose and structure
- Project management concepts and definitions
- The role of the project manager
- Project manager competencies
- The project manager interaction levels
- Organizational influences and project life cycle
- Types of project organizations

#### DAY 2

- Network diagrams and critical path
- The project team
- The project phases
- The project management process groups
- Project initiating process group
- Project planning process group
- Project executing process group
- Project monitoring & controlling process group
- Project closing process group

### DAY 3

- Project information
- Project knowledge areas
- Project integration and project charter
- Developing the project management plan
- Change requests and change management
- Project scoping and scope baseline
- Work breakdown structure WBS
- Project schedule and schedule baseline
- Sequencing project activities
- Planning project resources and durations

### DAY 4

- Project costing
- Budget determination and control
- Project and product quality assurance
- Quality analysis and control
- Acquiring the project team
- Developing the project team
- Leading and managing the project team
- Communication within the project
- Project performance reporting

### DAY 5

- Project risks' identification
- Risks' qualitative and quantitative analysis
- Risk response planning
- Risk control
- Project procurements and contracts
- Project stakeholder management and engagement
- Project lessons learned
- Project closing and project documentation
- Course wrap up and reaping the fruits

## Registration form on the Training Course: New Project Manager

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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  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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