



*Training Course:  
Project Management preparation*

*21 - 25 July 2025  
Baku (Azerbaijan)*

## Training Course: Project Management preparation

Training Course code: PC4102 From: 21 - 25 July 2025 Venue: Baku (Azerbaijan) - Training Course Fees: 5500 € Euro

### Introduction

Much of the work that you do can be organized as a project. The ability to successfully define and subsequently manage a project is quickly leaving the realm of the extraordinary and is becoming a core competency for many organizations. Managing a project is not easy and project management skills do not come naturally to many people. Fortunately, the skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

### Prerequisites

- None, this class provides a basic overview of all aspects of project management

### Course Objectives

At the end of this class, participants will be able to:

- Understand the value of project management processes
- Define the various aspects of a project
- Build and maintain an appropriate project schedule and budget
- Identify and manage issues, scope and communication
- Identify and manage project risks
- Identify and manage to the appropriate level of quality
- Manage outside vendors and the procurement process

### Target audience

- Project managers and team members that manage and work on projects
- Managers that manage project managers and monitor project status
- Clients, customers and all stakeholders that participate on projects

## Course Outline

- Reviewing the fundamentals
- Defining the work
- Building the schedule and budget
- Managing the schedule and budget
- Managing issues and scope
- Managing communication and risk
- Managing quality and metrics
- Managing procurement

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

Training Course code: PC4102 From: 21 - 25 July 2025 Venue: Baku (Azerbaijan) - Training Course Fees: 5500 € Euro

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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.