



*Training Course:
The Complete Course on Project Management*

*19 - 23 October 2026
Geneva (Switzerland)*

Training Course: The Complete Course on Project Management

Training Course code: PC4020 From: 19 - 23 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

Project Management is no longer just an individual skill—it is a core organizational competency. This course provides a complete framework for managing projects of any type, combining practical tools, management techniques, and leadership skills. Participants will gain a deep understanding of both the science and art of project management, enabling them to successfully plan, execute, monitor, and close projects within time, budget, and quality constraints.

Course Objectives

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

- Apply project management principles to deliver projects on time, within budget, and to specifications
- Master planning, scheduling, and project control techniques
- Develop effective performance measures and reporting systems
- Enhance interpersonal and leadership skills for managing project teams
- Analyze project risk and implement mitigation strategies
- Utilize cost estimating and budgeting methods for effective project financial management

Target Audience

This program is designed for:

- Project Managers, Assistant Project Managers, and Project Coordinators
- Team Leaders and Department Heads involved in project execution
- Professionals responsible for scheduling, budgeting, and monitoring projects
- Any individual involved in project planning, risk management, or project control

Course Outline

Day 1 - The World of Project Management

- Project lifecycle model
- Classic and modern project constraints and parameters
- Project management maturity
- Selecting projects to meet organizational goals
- Aggregating projects into programs and portfolios

- Establishing a Project Management Office PMO
- Considering uncertainty in project selection decisions
- Data, information, and knowledge management
- The art, science, and practice of project management
- Case studies and group exercises

Day 2 - Project Planning, Scheduling, and Budgeting

- Project plan vs. project planning
- Strategic, tactical, and operational planning
- Contents of a project plan
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control
- Methods to improve cost estimates
- Best practices in project planning, scheduling, and budgeting
- Case studies and group exercises

Day 3 - Project Resourcing, Monitoring, and Control

- Resource allocation and expediting projects
- Allocating scarce resources
- The Critical Chain approach
- Designing the project monitoring cycle
- Performance indicators and feedback mechanisms
- Earned value management EVM
- Change-control system design and plan updating
- Case studies and group exercises

Day 4 - The Project Manager's Roles and Responsibilities

- Selection and development of the Project Manager
- Project team-building and empowerment
- Team management challenges and delegating with confidence
- Communication strategies within project teams
- Multidisciplinary team leadership
- Conflict management and resolution
- Best practices in people-based project management
- Case studies and group exercises

Day 5 - Project Evaluation, Reporting, Closure, and Hand-over

- Evaluation criteria and project auditing
- Project review meetings and performance analysis
- Progress reports and documentation management
- Determinants of project success
- Successful project hand-over
- Lessons learned and building a learning culture
- Best practices in project evaluation, reporting, and closure

Registration form on the Training Course: The Complete Course on Project Management

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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