



*Training Course:  
The Complete Course on Project Management*

*7 - 11 December 2026  
Baku (Azerbaijan)*

## Training Course: The Complete Course on Project Management

Training Course code: PC4020 From: 7 - 11 December 2026 Venue: Baku (Azerbaijan) - Training Course Fees: 5775 € 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

**Training Course code:** PC4020 **From:** 7 - 11 December 2026 **Venue:** Baku (Azerbaijan) - **Training Course Fees:** 5775 € 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.