



CERTIFIED PROJECT MANAGER CPM



Learn more. Do more.

أحصل على شهادة مدير المشروعات المعتمد
 الممنوحة من معهد التنمية الإدارية بجامعة ميزوري الأمريكية
 وبطاقة زمالة معهد المدراء المحترفين بالولايات المتحدة
 تقديم مجموعة من خبراء IPM

وتعرف على فكر أهم خبراء إدارة المشروعات في العالم.

Introduction

Projects are delivered by people and their attitudes and soft skills can make a massive difference to the success of project. The major difference between a project manager, and a 'Master' project manager lies in the ability to understand that successful Project Management is about 20% Hard Skills and about 80% Soft Skills. It goes without saying that 'what' you do as a project manager is important, but 'how' you do it is absolutely critical.

Project management is an art and your success in mastering this art is dependent upon your ability to swiftly navigate the project challenges of working with others.

Seminar Objectives

Seminar attendees will fully understand:

- What makes a person a 'Master' of Project Management?
- 8 Habits of 'Master' Project Managers.
- Importances of knowing your outcome before you start a project.
- Importance of planning and how to manage the Planning Process.
- Importance of gaining commitment.
- Importance of and how to take massive action.
- How to keep the team focused on the delivery goal?
- How to set up and operate disciplines required monitoring and controlling projects?



Project Management: The Managerial Process, 4/e
Clifford F. Gray, Oregon State University
Erik W. Larson, Oregon State University

Duration: (40 Hours)

**Days:
Times:**

Location:
IPM - Institute Of Professional Managers.

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Fees:

Includes extensive reference materials & reference book, substantial support material, coffee breaks, personal assessment & exam's fees, and the original certificate's fees

MDI Certificate Format:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by

Management Development Institute through the College of Business Administration at Missouri State University. Recognized by the

US Department. and foreign Egyptian, Arab foreign.

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شهادة مدير المشروعات المعتمد

أحصل نسخة أصلية من كتاب ادارة المشروعات ونسخة أصلية من مايكروسوفت لإدارة المشروعات

Who Should Attend?

This seminar is intended for project professionals, team leaders and team members who are engaged in project work from simple to complex. Because of the universality of the principles and techniques covered, the seminar will also be of value to anyone managing or involved in projects regardless of their professional background or industry they operate within.

Consequently, the seminar suits:

- Newly appointed Project Professionals who want to have a better understanding of what it takes to be a 'Master' Project Professional early on in their career and experienced Project Professionals who understand that we never stop learning.

Competencies Emphasised:

- Preparing and executing a project plan.
- Identifying and analysing project risk.
- Selecting and leading project teams.
- Determining project health.
- Personal effectiveness.
- Ability to influence and persuade.
- Effective personal time utilisation.
- Responding to project change.
- Measuring and presenting results against initial goals.

Personal Impact:

This seminar examines a wide range of soft skills necessary for mastering the art of project management. It helps participants to develop a more effective approach to interacting with project stakeholders in a way that is driven by realising outcomes.

Organisational Impact:

This seminar has been designed for project managers who aspire to master their inter-personal skills in the context of managing projects in the best way possible to meet project objectives. The organization will benefit by having its project managers' personal effectiveness tuned towards producing project outcomes. Mastering project management soft skills is a key to achieve project goals and enhance performance.

Training Methodology:

The seminar is designed to be taught interactively with syndicate and personal exercises, questionnaires, facilitation of group discussions, training videos, and discussions of real life examples.

Seminar Outline :

Day 1 – Introduction to Projects:

- What is a project?
- Benefits of project management.
- Why some projects fail?
- What makes you a 'Master' of project management?
- Project team and leadership.
- What is the team approach?
- Roles in and around projects.
- The 8 habits of 'Master' project manager.

Day 2 – Identify Your Outcomes and Plan for Achievement:

- The importance of knowing your outcomes.
- Project planning.
- Handling uncertainty.
- Decision analysis under risk.
- Your own risk profile.
- Defining project success criteria.
- Planning issues.
- Elements of a great project plan.

Day 3 – Organise for Success and Gain & Maintain Commitment:

- Personal attitudes and human behaviours.
- Gaining and maintaining commitment.
- The keys to effective influence and persuasion.
- Understanding interpersonal project team dynamics.
- Empowerment.
- The project board.
- The project support office.
- Effective delegation.

Day 4 – Take Massive Action and Stay Focused:

- Action vs. Achievements.
- Influences on decision making.
- Problem solving styles.
- Engaging the project team.
- Staying focused.
- Avoiding distractions.
- Effective time utilization.
- Plan updating and changes handling.

Day 5 – Monitor and Control Achievements:

- Data, information and knowledge management.
- Integrating project scope, time and cost.
- Performance measures and indicators to monitor performance.
- Achieving practical conflict management.
- Determinants of project success.
- Lessons learned and creating learning culture.
- Enhancing personal effectiveness.