

Scandinavian Academy Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Improving Your Project Management Skills

Code	City	hotel	Start	End	price	Language - Hours
PM-711SA	Alula	Hotel Meeting	2027-01-17	2027-01-21	13950 SR	En - 25

Course Description

This 5-days course covers all the aspects necessary to help the participants deliver smart project management solutions with higher quality, greater value and better accountability. Based-on real-world examples it covers everything, from defining scope and gathering requirements, to planning and budgeting, to utilizing scheduling and control tools.

Course Goal:

To enhance the participant’s knowledge, skills, and abilities necessary to improve his project management skills

Course Objectives:

By the end of this course the participant will be able to:

- Set practical and attainable goals for his project.
- Set realistic schedules that he can meet
- Develop and implement a project plan
- Save time and resources
- Cope with budget and time constraints
- Delegate in a fair and practical way within the project team

Who Can Benefit?

R&D professionals, engineers (across all specialties), scientists and principal investigators, project engineers, facility engineers, plant managers and anyone else who administers technical projects. Individuals from non-technical fields who are new to project management, as well as those looking for formal project management training

Course Outline:

Foundations for Success: The Core Concepts

- Concepts and Terminology
- The Need for Project Management
- Functions of Management
- Life-Cycle Processes
- Knowledge Area

Project Teams Leadership

- The Functions of Leadership
- Communication, Motivation, and Solving Problems
- Work Supervising
- Behavior and Rewards

Project Scope and Requirements

- Project Documentation
- Critical Success Factors and Critical Success Measures
- In-Scope and Out-of-Scope Conditions
- Right Tools and Processes to Define Project Scope

Project Work Plan

- The Project Work: Definition and Documentation

- Project Templates
- Appropriate Levels of Work for Groups
- Skills Needed to Achieve the Work

Task Dependencies and Network Logic Diagrams

- Logical Dependencies
- Logic Network
- The Critical Path

Work Estimation

- Duration for Project Tasks
- Labor Content for Project Tasks
- Price Out the WBS
- Estimate Network

Integrated Project Plan

- IPP: Creation, Documentation and approval
- The Plan Communication to Others

Projects Monitoring and Control

- The Status of All Plan Parameters
- Current and Future Variances
- Reporting
- Corrective Action

Project Closure: Documenting Lessons Learned

- Close Out a Project
- Final Report for the Project
- "Lessons Learned" - Prevention, Detection, and Recovery

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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