

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Mastering Project Management

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| PM-580SA | Jeddah | Hotel Meeting Room | 2027-02-14 | 2027-02-18 | 12950 SR | En - 25 |

## Introduction

Projects are delivered by people and their attitudes and 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 the effective utilization of both Hard Skills and Soft Skills. It goes without saying that ‘what’ you do as a project manager is important, but ‘how’ you do it is absolutely critical.

This seminar demonstrates the practice of project management hard and soft skills. It provides a range of tools and techniques that project managers can use to reduce risks and overcome interpersonal hurdles. The seminar presents a number of ‘critical’ habits related to how you manage projects through, and with, people. Issues such as time management, personality types, how to understand and develop your team members, developing your leadership skills, conflict management, negotiation skills, building and motivating your team are comprehensively covered.

**This seminar presents insights into:**

- Preparing and executing a project plan
- Identifying and analysing project risk
- Selecting and leading project teams
- Determining project health
- Measuring and presenting results against initial goals

## Objectives

**Seminar attendees will fully understand:**

- What makes a person a ‘Master’ of Project Management
- The importance of knowing your outcome before you start a project
- The importance of planning and how to manage the Planning Process
- The 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 to monitor and control projects

## Training Methodology

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

## Organisational Impact

**The organisation will benefit by:**

- Increase project managers’ personal effectiveness
- Better production of project outcomes
- Mastering project management soft skills
- Alignment of project and corporate goals
- Understanding Conflicts and resolving them
- Development of robust project teams

## Personal Impact

**Attendees will gain by participation in this program through:**

- Mastering skills in managing project activities
- Learning skills necessary for mastering the art of project management

- Developing a more effective approach to interacting with project stakeholders
- Learning Negotiation Tactics
- Ways for building effective plans
- Better overall management and control of projects

## Who Should Attend?

This seminar is intended for project professional, 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.

## Programme Outline

**Day 1 – Introduction to projects**
- What is a project?
- Benefits of project management
- Why some projects fail?
- The 5 principles of project management
- Using a project management 'approach'
- The business case – it's importance and relevance
- Roles in project management
- Building the project management team

**Day 2 – Scoping and laying the foundations**
- Developing a clear project scope and objectives
- Leadership in projects – what does it mean to you?
- Project paperwork – is it really necessary?
- Stakeholder management – the first stage of risk assessment
- Risk management – ensuring you practice prevention
- Developing your project plan using a robust planning process Stage I

**Day 3 – Organising for success and gaining & maintaining commitment**

- Developing your project plan using a robust planning process Stage II
- Personal attitudes and human behaviours
- The keys to effective influence and persuasion
- Understanding interpersonal project team dynamics
- Empowerment
- Effective delegation

**Day 4 – Monitoring and controlling projects**

- Tracking you are still delivering the project – data information
- Managing the tensions
- Further developing your people (soft) skills
- Lessons learned and creating learning culture
- Knowledge transfer
- The Project Support Office

**Day 5 – Staying focused, delivering and closing your project**

- Decision making for success
- An introduction to creative thinking
- Personal time management – the impact on projects
- Meeting skills
- Formally closing the project
- Celebrating success

**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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