AZ TECH

An ISO 9001:2015 & ISO 29990:2010 Certified Company

This training course is registered with the Project Management Institute (PMI)® R.E.P. Program*

The Complete Course on **Project Management**

Project Management: The A to Z of Best Practices

29 Apr - 03 May 2019, Istanbul
22 - 26 Jul 2019, London
16 - 20 Sep 2019, Atlanta
11 - 15 Nov 2019, Kuala Lumpur
20 - 24 Jan 2020, London

19-FEB-19

ACS REGISTRARS Quality Assurance ISO 9001 ACS REGISTRARS ISO 29990 PMI Registered Education Provider Project Management Institute ilm Recognised Provider iosh THE GLOBAL COMPACT United Nations Global Compact

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WHY CHOOSE THIS TRAINING COURSE?

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This training course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation's overall project management capability.

This AZTech training course will feature:

- An introduction to the world of project management
- Project planning, scheduling and budgeting
- Project resourcing, monitoring and control
- The Project Manager's roles and responsibilities
- Project evaluation, reporting, closure and hand-over

WHO IS THIS TRAINING COURSE FOR?

This training course is designed for professionals either directly or indirectly involved in the delivery of projects. It is also for those charged with a more strategic role managing project portfolios.

This AZTech training course is suitable for a wide range of project management professionals but will greatly benefit:

- Existing Project Managers
- New Project Managers
- Project Team Members
- Project Sponsors
- Managers of project portfolios

WHAT ARE THE GOALS?

By the end of this AZTech training course, participants will be able to:

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes small group discussions that will enable delegates to share their own experiences and discuss the course concepts.

Hands-on exercises and case studies will provide the opportunity to practice the use of the models, techniques and competencies covered. Personal assessment, reflection and action planning will ensure that delegates know how they will put the learning into practice.

COURSE SCHEDULE:

29 Apr - 03 May 2019, Istanbul

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16 - 20 Sep 2019, Atlanta

11 - 15 Nov 2019, Kuala Lumpur

20 - 24 Jan 2020, London

THE CERTIFICATE

AZTech Certificate of Completion for delegates who attend and complete the course.

The applicable PMI Professional Development Units/Contact Hours will be reflected in the Certificate of Completion

PROFESSIONAL RECOGNITION & ACCREDITATION:

PMI Registered Education Provider — Project Management Institute

AZTech as an R.E.P. has been approved by PMI to issue applicable Professional Development Units (PDUs) for its Project Management training courses. PMI allows credential holders to apply PDUs to the maintenance of their credentials where one contact hour of training is equivalent to one PDU.

The PMI Registered Education Provider logo and PMI are registered marks of the Project Management Institute, Inc.

THE COURSE CONTENT

Day One: The World of Project Management

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

Day Two: Project Planning, Scheduling and Budgeting

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

Day Three: Project Resourcing, Monitoring and Control

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

Day Four: The Project Manager's Roles and Responsibilities

- Selection of the Project Manager
- Project Team-building and empowerment
- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

Day Five: Project Evaluation, Reporting, Closure and Hand-over

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture

The Complete Course on
Project Management

Project Management: The A to Z of Best Practices

DATE	VENUE	FEES(USD)
29 Apr - 03 May 2019	Istanbul - Turkey	$5,950
22 - 26 Jul 2019	London - UK	$5,950
16 - 20 Sep 2019	Atlanta - USA	$6,950
11 - 15 Nov 2019	Kuala Lumpur - Malaysia	$5,950
20 - 24 Jan 2020	London - UK	$5,950
REGISTER NOW		

This fee is inclusive of Documentation, Lunch and Refreshments may be subjected to 5% VAT

Complete & send by fax/mail to address given below.
Please use **BLOCK CAPITALS.**

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION: COMPANY:

MAILING ADDRESS:

TELEPHONE: MOBILE:

FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:

POSITION: EMAIL:

TELEPHONE: FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- ☐ PLEASE INVOICE MY COMPANY
- ☐ PLEASE INVOICE ME
- ☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ☐ ONLINE / CREDIT CARD

DOWNLOAD TRAINING PLAN 2019

Scan this code with your smart phone to download Training Plan 2019

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

CANCELLATION & SUBSTITUTION

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

CERTIFICATION

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4 WAYS TO REGISTER

Toll Free: **800-AZTECH**
Telephone: **+971 4 427 5400**
Fax Number: **+971 4 427 5401**
Email Address: **info@aztechtraining.com**
Visit our website: **www.aztechtraining.com**