

PROJECT MANAGEMENT

LEADERSHIP SKILLS & TOOLS FOR SMALL & MEDIUM SCALE PROJECTS



DATE: 28 - 30 APRIL 2014

VENUE: ISTANA HOTEL KUALA LUMPUR

This programme is for corporate executives and managers who are required to lead a small cross-functional team in undertaking small and medium scale projects in addition to their regular job scope. Leadership techniques and project management tools used in managing project scope, time, resources, budget & cost, quality, procurement and risk shall be covered in this programme.

A group (fun) mock Project Workout is used throughout the programme. Participants learn effective skills on how to lead people and get experience using project management tools to plan, track and monitor the project progress during the Project Workout sessions.

Reference shall be made to the PRINCE 2 and the PMBOK project management models in this programme.

Note: It is recommended that participants bring their computer notebooks installed with Microsoft Office (Word, Excel & Powerpoint) to this programme.

OBJECTIVES

This three-day workshop will help participants to:

- ★ **How** to prepare a project brief and learn effective project leadership skills.
- ★ **How** to identify project tasks and plan their sequences and timelines using WBS and Gantt Chart.
- ★ **How** to prepare a project budget and manage project costing.
- ★ **How** to assign manpower resources and manage them.
- ★ **How** to establish a PQP and Project Risk Assessment
- ★ **How** to monitor and manage project progress.
- ★ **How** to transit from a project mode to an operational mode, ie. handover, at the end of the project.

WHO SHOULD ATTEND

This course is designed for executives and managers whom from time to time are required to lead/manage small and medium scale projects in their organization and wants to learn practical project leadership techniques and project management tools.

A workshop organised by

KCOM | MANAGEMENT
SDN BHD (703296-K)
Your Training Partner

KCOM Management is registered with



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Malaysia

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COURSE OUTLINE

INTRODUCTION TO PROJECT MANAGEMENT

Participants are introduced to what is termed as a project and the benefits in managing a project as a process.

Project Management leadership and management skills will be explained. The characteristics of an effective Project Manager will be discussed in this session.

Applying **B-CAP** & **COPE** approach to become an effective Project Manager will be introduced in this session.

DEFINING & INITIATING A PROJECT

Participants will learn how to prepare a project brief and establish a WBS and how to determine total project costs. Participants will work in groups to prepare a Project Brief, WBS and a Draft Budget.

Using **SMART Goals/KPIs**, assigning Deliverables and matching project team roles and responsibilities will be covered in this session. **Team Dynamics** and selection of team members shall be covered in this session.

TRAINERS PROFILE

Alan J. Foley is a management consultant and advisor in Quality Management Systems (QMS) and Business Process Improvements (BPI) & Transformation projects. He has extensive industrial and consultancy experience undertaking work projects and training programs in the USA, UK, China, New Zealand and ASEAN countries.

He is also a Chartered Engineer who holds a Bachelors degree in Electrical & Electronics Engineering and a Masters in Technology Management. He has more than 20 years experience in managing and consulting for engineering, quality systems and business process improvements, in both the manufacturing and service industries. He specializes in delivering Quality Training including ISO9001, TS16949, ISO14001, ISO13485 and ISO17025. He is also a Certified Quality Trainer for Quality Lead Auditor for IMT-NZ and has completed the TS16949 Training including Core Tools (PIQC).

His thorough and in-depth knowledge in the manufacturing industry has made him a well sought after trainer. The years he spent as a practitioner has also made him a hands-on and practical facilitator. He has also consulted and delivered various automotive and quality related training to various automotive organizations in Malaysia. His training sessions are known to be highly interactive and relies on a two-way input from both participants and trainer. He is also a registered mentor and professional interviewer for the Institution of Engineering & Technology (UK) in Malaysia.

PLANNING & CONTROL FOR PROJECT IMPLEMENTATION

Participants will learn how to identify project activities/tasks using **WBS** and then creating a timeline plan with resource planning on an Excel spreadsheet template.

Participants will learn how to prepare a **PQP** and **Budget & Cost Controls** shall be covered in this session.

LEADERSHIP & MANAGEMENT FOR PROJECT PROGRESS

Participants are taught practical project **Managerial & Leadership** skills on how to monitor and control resources as the project progresses.

Participants will learn how to perform **Project Risk Assessment** and develop **Contingency Plans** in this session.

HAND OVER & ENDING PROJECTS SUCCESSFULLY

In this final session participants are taught on how to manage the completion and handing-over of the product or service to users/owners. Participants will learn the **CHAMPS** approach on how a project is closed and handed-over.

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REGISTRATION PAGE

4 ways to register or enquire

- 1 Tel : (60) 3 9102 1021
- 2 Fax : (60) 3 9102 1022
- 3 Email : inquiry@kcom.net.my
- 4 Web : www.kcom.net.my

Contact us via:

Fax to : +603 9102 1022

Please register the following delegate(s) for the event <small>(Please photocopy for more delegates)</small>			
	Delegate 1	Delegate 2	Delegate 3
Name (Dr / Mr / Mrs / Ms)			
Job Title			
Email Address			
Mobile			
Approving Manager			
Name	Job Title	Direct Line	Email
Registration Contact			
Name	Job Title	Direct Line	Email
Billing Information			
Full Company Name	Nature of Business		
Billing Address			
Signature & Company Stamp			
PM_KC			

Important Note

Upon sending in this registration page, it is understood that you agreed upon the following terms of service. KCOM Management Sdn Bhd reserves the right to change the content, the speaker, the time and/or the venue for the program due to unforeseen circumstances. KCOM Management Sdn Bhd will also not be held responsible should the program be delayed or cancelled due to unforeseen circumstances.

Cancellations & Replacements

Upon registering, delegate(s) are considered successfully enrolled in the program. Should the delegate(s) decide to cancel their enrolment, a cancellation fee will be levied.

Cancellations 14 days or greater prior to start of the program will be subjected to 50% cancellation fee. Cancellations received less than 14 days to the program is subject to no refund.

Cancellations must be submitted in writing. 'No shows' during program days are not considered cancellations, payment will not be refunded. 'No show' individuals will be sent a copy of the program's proceedings. Please note that substitutes are always welcome.

Upcoming Conferences & Workshops

Visit us @ www.kcom.net.my

Please send me the brochures for the following conferences and workshops as ticked below

- | | |
|---|--|
| <input type="checkbox"/> Effective Performance Reviews | <input type="checkbox"/> Supervisory Skills |
| <input type="checkbox"/> Write, Communicate and Present | <input type="checkbox"/> Presentation Skills |
| <input type="checkbox"/> Interviewing Skills | <input type="checkbox"/> Hiring for Success |
| <input type="checkbox"/> Database Management with Microsoft Excel | <input type="checkbox"/> Problem Solving & Decision Making |

Course Fees

Please tick/fill-in any of the corresponding boxes below to select your choice of participation:

- | | | |
|--|---------------|---------------------------------------|
| <input type="checkbox"/> 3 participants or more* | RM 2,700.00 x | <input type="checkbox"/> delegate (s) |
| <input type="checkbox"/> Early Bird Price* | RM 2,999.00 x | <input type="checkbox"/> delegate (s) |
| <input type="checkbox"/> Normal Price | RM 3,200.00 x | <input type="checkbox"/> delegate (s) |

Send 3 participants or more at RM 2,700 each

* validity is until 11th April 2014.

* early bird price is only valid if payment is received before or on the program date(s).

*100% claimable for HRDF contributors

Payment Method

Crossed Cheque / Bank Draft to be made in favor of:-

KCOM MANAGEMENT SDN BHD
B-3A-2, Block B, Jalan 2/142A
Megan Phoenix, 56100 Cheras,
Kuala Lumpur, Malaysia.

Bank : CIMB Bank Berhad
A/C No : 8002371909
Bank swift code : CIBBMYKL