MASTERING PROJECT MANAGEMENT
Developing Essential Skills for Professional Project Managers

Geneva
04 - 08 Nov 2019
02 - 06 Nov 2020

New York
25 - 29 Nov 2019
23 - 27 Nov 2020

London
02 - 06 Dec 2019
24 - 28 Feb 2020
13 - 17 Apr 2020
30 Nov - 04 Dec 2020

California
17 - 21 Aug 2020

Amsterdam
07 - 11 Sep 2020

Miami
05 - 09 Oct 2020
INTRODUCTION

In today’s world, where projects are growing in size and complexity at an exponential rate, the importance of mastering project management is now more crucial than ever before. With the implementation of cutting-edge technologies, development of multi-national collaborations and the demand for increased levels in production, safety and quality previously considered unachievable, the way in which projects are managed has had to take a quantum leap forward.

This GLOMACS Mastering Project Management training seminar reviews the fundamental principles of project management which form the bedrock of every successful project and uncovers the key attributes needed to become a master of project management. Unless project leaders and managers fully understand and apply the skills needed to effectively plan and execute projects in today’s environment of fast-paced, high-tech and multi-faceted projects, they will never become true masters of their profession. This GLOMACS Mastering Project Management seminar takes the essential attributes of project management to the next level by identifying how projects have evolved and applies the latest tools and techniques to help existing and aspiring project managers become genuine masters in project management.

This GLOMACS training seminar will highlight:

- Understanding the fundamental principles of project management
- Project strategizing and strategic planning
- Controlling projects and management of change
- Risk identification, analysis and control
- Project leadership and stakeholder management

OBJECTIVES

By the end of this GLOMACS training seminar, attendees will fully understand:

- The nature of project complexity and the project life-cycle
- The twenty project management sequence steps
- How to define and manage project roles and responsibilities
- How to keep projects under control, within schedule and budget
- How to identify, analyse and effectively manage project risks
- The importance of project leadership, team-building and stakeholder management

TRAINING METHODOLOGY

This GLOMACS Mastering Project Management training seminar will incorporate both theory and skill training components, applying hands-on exercises, facilitation of group discussions, practical case studies and real-life examples.

ORGANISATIONAL IMPACT

The organisation will benefit by:

- Enhancing their strategies and practices to optimise project planning and execution
- Improving their project key performance indicators and success rates
- Increasing the efficiency of their project management teams
- Maintaining corporate values and achieving objectives through efficient risk management
- Attracting new clients and expanding their portfolio with existing clients
- Increasing their project management knowledge base

PERSONAL IMPACT

Participants will develop additional and valuable project management skills through:

- Learning to improve the speed and efficiency in delivery of all projects
- Improving their risk identification and analysis skills
- Refining their planning and estimating techniques
- Enhancing their integrated team management skills
- Developing key attributes required of a Project Management Professional
- Becoming an indispensable project team member and leader

WHO SHOULD ATTEND?

This GLOMACS Mastering Project Management training seminar is intended for project management professionals, leaders and project team members who are engaged in all types of projects, from simple to complex.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Project Directors & Managers
- Plant Managers & Superintendents
- Project Planners & Estimators
- Quality Assurance Managers & Engineers
- Contract & Procurement Managers
- Project & Discipline Engineers
- Specialist Technicians & Technical Assistants
SEMINAR OUTLINE

DAY 1
The Fundamentals of Project Management
- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing the Triple Constraint
- Project Context & Environment
- Key Financial Concepts

DAY 2
Project Planning and Organising
- The 20 Project Management Sequence Steps
- Defining Project Scope and Developing Work & Cost Breakdown Structures
- Project Management Roles & Responsibilities
- Project Planning Inputs, Tools & Techniques
- Project Estimating Techniques
- Project Scheduling Methods

DAY 3
Implementing, Executing and Controlling Projects
- Project Implementation & Resource Management
- Developing Project Control Systems
- Keeping Projects On-Track & Controlling Change
- Project Performance Measurement & Key Performance Indicators
- Earned Value Management
- Project Progress Measurement from Initiation to Handover

DAY 4
Project Risk Management
- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning & Implementing
- Controlling Project Risks

DAY 5
Project Leadership and Stakeholder Management
- Understanding Leadership & Management
- Working in Project Teams
- The Team Development Cycle
- Keys to Effective Influence & Persuasion
- Improving Communication, Delegation & Motivating Skills
- Managing Stakeholders & Stakeholder Expectations

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REGISTRATION DETAILS

LAST NAME:________________________________________
FIRST NAME:_______________________________________
DESIGNATION:_____________________________________
COMPANY: ________________________________________
ADDRESS: ________________________________________
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AUTHORISATION DETAILS

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PAYMENT DETAILS

☐ Please invoice my company
☐ Cheque payable to GLOMACS
☐ Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS’ Certificate of Completion

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<th>Code</th>
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4 WAYS TO REGISTER

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TERMS AND CONDITIONS

• Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
• Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/sponsor. Credit card and cheque payments are both acceptable.
• Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
• Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
• Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
• Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
• Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

*Requires QR code reader/scanner application to be installed on your smartphone.