



## **External Training Course**

# **Mastering Project Management** **(Developing Essential Skills for Successful Project Delivery)**

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**From 26 May To 30 May 2025**  
**From 11 Aug. To 15 Aug. 2025**  
**From 24 Nov. To 28 Nov. 2025**

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**External Training Course:**

**Mastering Project Management**  
**(Developing Essential Skills for Successful**  
**Project Delivery)**

**From 26 May To 30 May 2025**

**Fees: 2500 KD**

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**INTRODUCTION**

This Mastering Project Management training course is designed to equip project teams with the skills, tools, and strategies needed to successfully manage projects from start to finish. Whether you're an aspiring project manager, an experienced professional looking to refine your approach, or a team leader seeking to enhance efficiency, this training course will provide you with essential knowledge and practical techniques to excel in project management. Effective project management is crucial for meeting deadlines, staying within budget, and achieving desired outcomes. This training course will cover key methodologies applicable to every project stage throughout its lifecycle, while also emphasizing core principles such as planning, risk management, stakeholder communication, and resource allocation. Attendees of the training course will learn how to navigate complex challenges, foster team collaboration, and leverage industry best practices to drive project success. Through interactive lessons, real-world case studies, and hands-on exercises, attendees will develop the confidence to manage projects with clarity and precision. This Mastering Project Management training course 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 training course, 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 Mastering Project Management training course 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.

### **Course 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.

### Course Agenda:

#### (1<sup>st</sup> Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>DISCUSS COURSE OBJECTIVES:</u> <ul style="list-style-type: none"> <li>• The Fundamentals of Project Management.</li> <li>• Project Planning and Organising.</li> <li>• Implementing, Executing and Controlling Projects.</li> <li>• Project Risk Management.</li> <li>• Project Leadership and Stakeholder Management.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>The Fundamentals of Project Management:</u> <ul style="list-style-type: none"> <li>• Key Definitions in Project Management.</li> <li>• The Project Life-Cycle.</li> <li>• Project Complexity Factors.</li> <li>• Project Strategizing and Managing the Triple Constraint.</li> <li>• Project Context &amp; Environment.</li> <li>• Key Financial Concepts.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

#### (2<sup>nd</sup> Day) Agenda

9.00	11.30	<u>Project Planning and Organising:</u> <ul style="list-style-type: none"> <li>• The 20 Project Management Sequence Steps.</li> <li>• Defining Project Scope and Developing Work &amp; Cost Breakdown Structures.</li> <li>• Project Management Roles &amp; Responsibilities.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Project Planning and Organising:</u> <ul style="list-style-type: none"> <li>• Project Planning Inputs, Tools &amp; Techniques.</li> <li>• Project Estimating Techniques.</li> <li>• Project Scheduling Methods.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (3<sup>rd</sup> Day) Agenda

9.00	11.30	<u>Implementing, Executing and Controlling Projects:</u> <ul style="list-style-type: none"> <li>• Project Implementation &amp; Resource Management.</li> <li>• Developing Project Control Systems.</li> <li>• Keeping Projects On-Track &amp; Controlling Change.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Implementing, Executing and Controlling Projects:</u> <ul style="list-style-type: none"> <li>• Project Performance Measurement &amp; Key Performance Indicators.</li> <li>• Earned Value Management.</li> <li>• Project Progress Measurement from Initiation to Handover.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (4<sup>th</sup> Day) Agenda

9.00	11.30	<u>Project Risk Management:</u> <ul style="list-style-type: none"> <li>• Risk Management Planning.</li> <li>• Risk Identification.</li> <li>• Qualitative Risk Analysis.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Project Risk Management:</u> <ul style="list-style-type: none"> <li>• Quantitative Risk Analysis.</li> <li>• Risk Response Planning &amp; Implementing.</li> <li>• Controlling Project Risks.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (5<sup>th</sup> Day) Agenda

9.00	11.30	<u>Project Leadership and Stakeholder Management:</u> <ul style="list-style-type: none"> <li>• Understanding Leadership &amp; Management.</li> <li>• Working in Project Teams.</li> <li>• The Team Development Cycle.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Project Leadership and Stakeholder Management:</u> <ul style="list-style-type: none"> <li>• Keys to Effective Influence &amp; Persuasion.</li> <li>• Improving Communication, Delegation &amp; Motivating Skills.</li> <li>• Managing Stakeholders &amp; Stakeholder Expectations.</li> </ul>
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch