

Why train to be a Project Manager?



The profession on Project Management is growing exponentially. It is applied across industries, public administration, development sector, banking, etc. Besides career and professional endeavors, it has direct and immediate application even in our personal lives.

Projects are how organizations streamline to improve productivity. As mid-level management positions are reduced, project managers fill the void. Expertise in project management is a source of security, prosperity and authority to the survivors.

The course provides you specific knowledge and skills on project management as a discipline and a profession for application and practice, similar to the way in which a lawyer applies and practices law or a doctor applies and practices medicine.

How is the training structured?

The 33-hour modular training is divided into 11 sessions, each 3 hours, including a *Simulation Planning Exercise*, a practical audio-visual step-by-step *PM Life-Cycle Overview* and separate sessions on 9 in-depth Knowledge Areas.

What will you learn?

- Define project management & the project management process
- Understand basic tasks, various views, Process Groups, 9 Knowledge Areas
- Understand the basic tools of PM using templates or forms
- Discuss & experience the importance of planning skills
- Learn the basics of project planning: quality, time and cost - "Iron Triangle"
- Develop key skills for implementing a project plan
- Understand methods for evaluating and assessing progress
- Learn basic problem solving techniques
- Show how to use graphical schedules and representations
- Create a personal action plan to develop your PM skills



TRAINING ON PROJECT MANAGEMENT



What are the benefits?

The skills, knowledge and techniques will last you a lifetime. Specifically, at the end of the training you will:

- Gain professional insights on PM issues and understand what is important in a project and perform better
- Be stimulated by the challenges a project offers and enhance your career prospects
- Learn and network with professionals to further development yourself in PM
- Have exposure on latest international knowledge-base and developments in PM

How is the training delivered?

Lectures are supported by visual aids, group-works, discussions, reading assignments, audio-visuals (DVD) and assessments after each session for reinforcing your learning.

Who should attend?

You should have sound command of English both spoken and written and prior experience of working in a project. You must also be highly motivated learner striving for excellence in your career. The training is ideal if you are a:

- Project manager or a project team member wanting to refresh and broaden their knowledge and skills
- Potential project manager or a team member preparing to lead projects
- Senior manager wanting to acquire project management skills to complement general management practices



TRAINING ON PROJECT MANAGEMENT

How are the sessions scheduled?

Introduction to PM & <i>Project Planning Simulation</i>	May 13	2-5 pm
The step-by-step Life-Cycle (audio-visual)	May 15	2-5 pm
Integration Management	May 22	9-12 am
Scope Management	May 22	2-5 pm
Human Resource Management	May 26	9-12 am
Time Management	May 26	2-5 pm
Communication Management	May 28	9-12 am
Quality Management	May 28	2-5 pm
Risk Management	May 29	9-12 am
Procurement Management	May 29	2-5 pm
Cost Management	May 30	9-12 am



How many trainees?

A maximum of 15 trainees will be selected for the training.



What is the cost of the training?

NRs. 20,000.00 per participant. There is no trainer fee. Revenues are appropriated to meet the cost of publication, materials and other logistics of the training.

What is included?

The training cost includes certificate, handouts, hardcopies of presentations, exams questions/answers, templates, and free PM software.

How do you register for the training?

Please fill in the following Application Form and hand deliver it with the registration fee at the academy.

Where and whom to contact?

For Application Form & other details, please feel free to contact: Dr. Arnulf D. Schircks or Mr. Suraj Dahal at: Kathmandu Academy
Tel.: 4 410 235 / 4 410 485 **Mail:** info@ktm.edu.np
Or visit us at: Narayan Chaur, Nagpokhari, Naxal

COMPETENCE CENTER FOR PROJECT MANAGEMENT

Who are the trainers?

TRAINER



Dr. Arnulf D. Schircks
has over 30 years of international experience on teaching, coaching and training. He is a visiting faculty in Vietnam, Senior Expert

sponsored by **SwissContact** & Associate in Switzerland, for more information please visit: www.eriksson-associates.ch

Author
Management Development and Leadership

CO-TRAINERS



Mr. Jagadish Bhattarai
FCA, ACCA



Mr. Manoj Karki
FCA



Mr. Suraj Dahal
MBA, Certified Project Manager (IPMA D)
Leader of National Non Profits, Teacher, Trainer & Mentor

MANAGEMENT CONSULTANT



Mr. Madhav Khakurel
has extensive experience as Project Director of various projects including Middle Marshyangdi Hydel Project

TRAINING ADVISOR



Dr. Shailendra Sigdel
Former Program Director, AIT Extension / Asian Institute of Technology, Thailand