

# 927

## PROJECT MANAGEMENT

Project Management for Everyone  
A Non-Technical Approach

PMI-REP Certified Program 2412-PMP927 (14 PDUs) **2 days**

Increased productivity, reduced stress, greater confidence; these are some of the benefits of gaining control of your projects and your project team. This two-day course provides practical skills which enable you to better manage all aspects of your projects and increase your team's performance by utilizing effective communication skills.



### Course Outline

#### What you will achieve

Greater confidence in defining, planning and managing projects

Reduced stress and greater sense of control of your multiple projects and daily workload

Increased effectiveness and efficiency by using simple, step-by-step processes for project management and communication

#### What you will learn

Write clearly defined project statements.

Clarify project objectives with measurable outcomes.

Break a project into manageable tasks.

Avoid potential problems through planning and communication.

Manage multiple projects while maintaining daily workload.

Evaluate the project's success and lessons learned.

Clarify roles and responsibilities to improve team performance and accountability.

Build, motivate and lead a high performing project team.

Communicate effectively with your team, management and clients.

Design communications plans for your project team to follow during the course of the project.

Run productive project meetings for planning, brainstorming, status update and problem solving.

Create effective written communications for your projects.

Delegate assignments which minimize individual and team conflicts and maximize productivity.

## Who Should Attend

Back office administrators, personal assistants, office managers, project coordinators and specialists, managers, supervisors and individual contributors who are looking for non-technical tools and techniques to successfully manage projects and project teams. People who struggle with balancing the complex demands of project work while maintaining daily work load. People who are looking for the basic communication skills necessary to manage and maintain project success.

## In What Industries

Government, real Estate Development, Aerospace, Defence, Engineering and Construction, Manufacturing and Industrial, Oil and Gas, Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Automotive, Media Production, E-business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

## Important Message to PMP Applicants

All course attendees are to submit a PMI Credential Application ONLY AFTER and NOT BEFORE they have successfully completed the course which credits the necessary contact hours required to qualify for PMI Credential Examinations. If it is discovered by PMI upon application audit, that an applicant has not successfully completed the project management course before the date the application was submitted, then the application would be considered null due to misrepresentation, thus rendering the applicant disqualified to sit for any PMI Credential Examination, including existing examinations or examinations PMI may offer in the future. If such a case occurs, AUS, CMCS and PMI will hold no responsibility, claim or consequence towards the involved attendee.

## Certificate

A certificate of completion will be issued to those who attend and complete the program. This course will entitle delegates to 14 Professional Development Units (PDUs).

### Engineering Outreach Program

For more information please contact [cen-outreach@aus.edu](mailto:cen-outreach@aus.edu)  
Tel +971 6 515 2852 (2pm - 5pm)