Looking for a course that's fit for your learning and development needs?

Apply Project Management Skills

Code: APMS   **Duration:** 24 Hours

Synopsis:

This course is developed to enable participants to acquire knowledge and skills to achieve successful completion of specific project goals and objectives by a specific time, within budget and according to specifications. It involves managing the phases of project life cycle that include initiating, planning, execution, controlling & monitoring and closing.

Course Objective:

On completion of this course, participants will be able to apply, demonstrate and practice the knowledge and skills learnt on applying project management skills through classroom and practical sessions.

Course Outline:

Knowledge:
- Purpose of project management
- Pros and cons of managing projects
- Project management processes
- Defining the scope of the project
- How to conduct feasibility analysis of undertaking the project
- Project selection methods
- Managing project risks
- How to manage the resources required to undertake the project
- Project management tools
- Negotiation skills
- Types of stakeholders

Abilities:
- Define the scope of the project to be undertaken in consultation with stakeholders to meet the organisational needs or objectives
- Conduct feasibility analysis of undertaking the project and present to stakeholders for decision making
- Develop the project plan and provide estimates of the necessary human resources, time and cost using appropriate project management tools
- Execute the project implementation activities and control the resources to achieve the desired project goals or deliverables

- Review the milestones of the project and resolve any un-met goals or gaps when needed to meet the scope of the project defined
- Conclude the project in consultation with stakeholders and with complete project documentation

For Whom:

Suitable for Professionals, Managers and Executives (PMEs).

Entry Requirements:

Participants are assumed to:

- Have an in depth knowledge of their organisational products/services;
- Have presentation skills;
- Be able to apply effective communication and leadership skills in leading and managing members at a proficiency level equivalent to the Communication and Relationship Management under ESS;
- Be able to apply effective problem-solving and decision-making skills at a proficiency level equivalent to the Problem-solving and Decision Making Skills under ESS;
- Be able to listen, read and write English at a proficiency level equivalent to the Employability Skills System (ESS) level 8;
- Be able to manipulate numbers at a proficiency level equivalent to Employability Skills System (ESS) level 8.

Essential Requirement:

Participants are required to bring their personal laptop for the work assignment.

Training Medium:

This course is conducted in English.

Training Methodology:

This course is delivered through lectures, discussions and case studies.
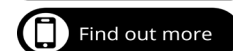
Assessment Methodology:

A work assignment and presentation is conducted at the end of the course.

Certification:

A Certificate of Proficiency will be awarded to participants upon completing and passing the assessment. Otherwise, a Certificate of Participation will be issued to those who attained a minimum attendance of 75%.

Contact Us:

For further information or registration, please contact +65 6483 2535 or email emarketing@elitc.com

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