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PROJECT DEVELOPMENT AND MANAGEMENT COURSE

DATE: 11TH - 14TH JULY 2022

VENUE: BOMA HOTEL, NAIROBI

COST: KSHS 87,500 EXCLUDING VAT PER PERSON

NITA REGISTERED: NITA/TRN/916 & IHRM ACCREDITED

INTRODUCTION

Project management helps organisations to handle more complex projects and deal with a wider range of project management-related challenges. Managing more complicated projects involves the application of different project management theories and concepts, use of advanced tools and techniques and updated software to plan, implement and manage a project.

Organisational project management refers to a framework that constitutes programs, projects and the like to deliver organisational strategy in order to improve performance and produce better results. It is an integration of knowledge, processes and people, supported by tools and techniques. This Project development and Management course by DGMB Training Solutions Ltd will empower you with projects. Further, the understanding and knowledge gained through this course will enhance your potential and performance in managing a project despite time, budget and other constraints, thus demonstrating your capabilities to assume higher roles and responsibilities in your organisation, in turn fostering career growth and progression.

OBJECTIVES OF THIS TRAINING

The main objective of this Project Development and Management course is to empower project management professionals with:

- Detailed understanding and knowledge of project management concepts as well as tools, techniques and software
- The required awareness and knowledge of critical success factors of a project, such as quality, budget, risk management, etc., to be able to focus on these to deliver a successful project
- The required analytical skills to enhance the results of the project management process
- The potential, confidence and experience to successfully manage international projects
- The experience and foresight to conduct risk analyses, pre-empt challenges and take precautionary action to mitigate these challenges

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- The necessary understanding of the importance of all stakeholders and the skill to maintain healthy relations with all these stakeholders
- The ability to understand the impact and contribution of strategic project management plans to organisational objectives

BENEFITS TO YOUR ORGANISATION

Organisations whose professionals attend this course will benefit in the following ways:

- Employees with experience, skill and knowledge similar to that of a PMP-certified professional
- Successful and risk-free management of complex projects, including international ones
- Use of advanced tools, techniques and software to manage large, complex projects seamlessly
- Regular project management training for other employees at no additional costs
- Organisational growth because of the alignment of strategic project management plans to organisational goals and objectives
- Effective cost and procurement management for projects
- Good relationships between all stakeholders involved in a project
- Objective metrics and indices to measure and track success and return on investment of projects

BENEFITS TO PARTICIPANTS

Professionals attending this Project Development and Management course will benefit in the following manner:

- Complete knowledge, experience and skill to manage complex projects, including international ones
- Increased confidence and skill to impart project management training to other employees
- Enhanced perspective to define and align strategic project management plans with organisational objectives
- Increased skill, confidence and capability to apply new concepts and use advanced tools, techniques and software for successful and seamless management of complex projects
- Greater perspective and foresight to conduct risks analyses, identify potential challenges and address these before they impact the project outcome
- Better preparedness, experience, knowledge and confidence to undertake and successfully complete the (project management Professional) PMP certification examination
- Greater ability and experience to manage projects within the defined costs and time
- Increased understanding and knowledge to define objective metrics and indices to measure and track a project and its success (return on investment), in turn demonstrating potential to assume higher roles and responsibilities in one's organisation, fostering career growth and progression
- Better analytical and planning skills to undertake project management roles in any organisation or industry, increasing scope and avenues for career growth and progression
- Increased understanding of performance measurement, budget and quality management, transition planning, etc.

TARGET GROUP

The target group for this course includes:

- Project managers and Project Directors
- Project team members wishing to move into project management roles
- Senior line managers of project staff
- Technical and engineering staff wishing to develop skills in managing projects
- Procurement and contract management personnel

OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

◆ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ Effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups

◆ **Research-supported Methods**

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

◆ **Uncommon Focus**

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB's program will:

- ✓ Help you build strong internal communities

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- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

COURSE DURATION

The course duration is **five (5) days** that will run as per our proposed 5-day training programme. The length of the training is adequate to cover the entire course as shown in the timetable below. Over the duration of the training, participants will *"Learn how to delight, retain and attract customers by being committed to delivering legendary customer experience fused with excellent public relations"*. In addition, they will learn the best skills, strategies and techniques to ensure that every customer experience is a memorable one. In these five days of training, your participants will uncover the secrets of outstanding customer service.

TIMETABLE

Find below the programme for this seminar:

DAY ONE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Components of an Organisational Project Management Framework
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Factors Influencing Project Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Steps in Project Management
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day One
DAY TWO	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Step 1 – Project Management – Initiation
10:30 am – 11:00 am	Mid-morning Break and Refreshments

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11:00 am – 1:00 pm	Step 2 – Project Management – Planning
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Step 3 – Project Management – Execution
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Two
DAY THREE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Step 4 – Project Management – Monitoring and Control
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Step 5 – Project Management – Closure
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Dealing with Changes, Risk and Project Handover
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Three
DAY FOUR	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Staying focused and leading the project team with conviction
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Measuring Schedule, Costs and Earned Value Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Stakeholder Management
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Four
DAY FIVE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Differential Aspects Between Project and Program Management
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Managing Risks and Quality
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	The Importance of Emotional Intelligence
4:00 pm – 4:15 pm	Graduation, Coffee/Tea, Wrap Up & End of Training

YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 87,500 per person excluding VAT per person excluding VAT**, for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

ADMINISTRATION DETAILS

Dates: 11th – 14th July 2022

Attire:

Venue: Boma Hotel, Nairobi

For enquiries call **David or Betty** on: (+254) 722 352 680/ (+254) 787 352 680. Or alternatively send an email to: dgmbfinance@gmail.com

Time: 8:00 a.m. – 5:00 p.m.

Smart Casual

PRE-REQUISITES

No prior training in Project Management is required.

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements. **Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

CERTIFICATE OF PARTICIPATION

Participants will be awarded certificates after attending this course.

HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya, Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.
3. Our PIN is P051349463P