



"See individual course pages inside
for the PDU breakdown"

Complete 7 courses to earn

Master's Certificate in Project Management

Complete 3 courses to earn

Associate's Certificate in Project Management

		Date	Location
18 PDUs	1 → Managing Projects	10 – 12 March 2018 14 – 16 July 2018 22 – 24 September 2018 8 – 10 December 2018	Dubai Dubai Dubai Dubai
18 PDUs	2 → Quality for Project Managers	25 – 27 September 2018 11 – 13 December 2018	Dubai Dubai
30 PDUs	3 → Scheduling & Cost Control	15 – 19 April 2018 11 – 15 November 2018	Dubai** Dubai
18 PDUs	4 → Project Risk Management	13 – 15 March 2018 16 – 18 December 2018	Dubai Dubai
18 PDUs	5 → Contract Management Principles & Practices	5 – 7 May 2018 23 – 25 October 2018	Dubai Dubai
18 PDUs	6 → Project Leadership, Management & Communications	17 – 19 July 2018	Dubai
18 PDUs	7 → Negotiation for Project Managers	8 – 10 May 2018 20 – 22 October 2018	Dubai Dubai
30 PDUs	8 → Project Management Applications	TBC	Dubai**

Gain PDUs when you
attend each course

Sheraton Hotel, Mall of the Emirates, Dubai, UAE

** Dubai, UAE

You are required to
carry your laptop to
the courses

KNect
365 | an
informa
business



Associate's Certificate in Project Management

The Associate's Certificate in Project Management provides an introduction to project management for business professionals or those who wish to gain education and skills in a specific area of project management.

This certificate is ideal for project leaders, project team members, project assistants, new project managers, professionals from other areas who work with project managers or anyone seeking career development in project management.

The Associate's Certificate complements the Project Management Institute's new Certified Associate in Project Management (CAPM)[®] credential and begins to lay the groundwork for anyone seeking PMI's Project Management Professional (PMP)[®] certification.

Requirements

You must successfully *complete three courses from the series within two years (including Managing Projects)*, to receive the Associate's Certificate In Project Management.

Step One: Complete the foundation course:

- Managing Projects

Step Two: Complete two electives from the following course listing:

- Project Leadership, Management & Communications
- Scheduling & Cost Control
- Quality for Project Managers
- Project Risk Management
- Contract Management Principles & Practices
- Project Management Applications
- Negotiation for Project Managers

Step Three: Receive the Associate's Certificate in Project Management.

Course Order

Although there is no order in which you must take the courses leading to the Associate's Certificate, we recommend that you take the introductory course first to become familiar with basic project management terminology and principles.

Complete seven courses to achieve a Master's Certificate in Project Management.



Master's Certificate in Project Management

Professionals who attain the Master's Certificate in Project Management have attained the knowledge and experience necessary to effectively oversee all aspects of project management including initiation, scheduling, quality, procurement and communications issues.

This professional certificate, recognized throughout the industry, distinguishes truly professional project managers from their peers.

Requirements

To earn a Master's Certificate in Project Management, you must successfully complete seven courses (including Managing Projects) within four years.

Course Order

Although there are no prerequisites for these courses, we strongly recommend that you begin with **Managing Projects** to provide an overview to the program. You may then structure the program to meet your needs. **Project Management Applications** should only be taken after completing at least four of the previous courses.

Preparing For The PMP[®] Exam

This course of study enables you to address the entire Project Management Body Of Knowledge (PMBOK[®] *Guide*) established by the *Project Management Institute (PMI)*. As you complete the courses, you will also be preparing for PMI's Project Management Professional (PMP)[®] exam.

Course Timing

Registration will be at 08.00 on the first day of each course. All courses will begin at 08.30 and conclude at 14.30 with lunch. There will be breaks for refreshments at approximately 10.30 and 12.30 each day.

Academic Credits

These courses are recognized by a variety of continuing education programs including:

- Professional Development Units (PDUs) from PMI
- Continuing Education Units (CEUs) from the International Association for Continuing Education and Training (IACET)
- American College on Education (ACE) College Credits Institute for Certification of Computing Professionals (ICCP) Contact Hours
- Continuing Professional Education (CPE) Credit





Learn How To:

- Master fundamental project management skills, concepts and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work breakdown structures
- Set realistic, measurable objectives and ensure positive results
- Estimate project costs and schedules using simple, proven techniques
- Establish a dependable project control and monitoring system

Course Synopsis

Gain a solid understanding of project management methods with this comprehensive introductory course. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization.

This course provides the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team and utilize state-of-the-art project management tools to get work done on time and within budget.

Covering the entire project life cycle, this course is built around the latest insights from the Project Management Institute's **A Guide to the Project Management Body of Knowledge (PMBOK® Guide)**, which incorporates information critical to project success.

You'll learn project management skills through case studies, hands-on exercises and practical experiences that can immediately be applied to your job. This approach yields a comprehensive project management experience, including the early stages of defining project requirements, developing work breakdown structures, project change control and closeout.

As the flagship course in the TwentyEighty Strategy Execution/GW Master's Certificate In Project Management, **Managing Projects** opens the door to more efficient project implementation. The program's other courses provide opportunities for you to build on the knowledge you gain during this course to enhance your project management capabilities.

As part of your course materials, you'll also receive a copy of *Project Management Terms: A Working Glossary*, second edition, by J. LeRoy Ward, PMP®.

Course Leaders

Ashraf Kodari	Nadia Abdo
10 – 12 March 2018	14 – 16 July 2018
	22 – 24 September 2018
	8 – 10 December 2018



PMI Talent Triangle

▲ Technical	14 PDUs
▲ Leadership	3 PDUs
▲ Strategic	1 PDU

PMBOK is a registered mark of the Project Management Institute, Inc. CAPM and PMP are a registered marks of the Project Management Institute, Inc.

Course Topics

1. Introduction To Project Management

- What are "projects"?
- Why project management?
- The project life cycle
- Influences on a project
- Key stakeholders
- Project management process groups
- Project manager responsibilities

2. Project Initiation

- Understanding the role of senior management
- Needs assessment
- Project selection
 - Benefit/cost ratio
 - Present value and net present value
- Building SMART objectives
 - Specific
 - Measurable
 - Agreed to
 - Realistic
 - Time-constrained
- Developing requirements
- Project charters
- Project requirements document

3. Project Planning

- Scope planning
- The work breakdown structure
- Estimating
- Schedule planning
- Network diagrams - CPM
- Speeding up the schedule
- Project management planning software
- Cost planning
- Responsibility matrix
- Resource loading and leveling
- Risk planning
- Procurement planning
- Communication and quality planning

4. Project Implementation

- Baselines
- Developing the project team
- Organizations and team structures
- Managing change
- Managing risk
- Performance reporting
- Reserves
- Assessing and monitoring project performance
- Earned value
- Sunk costs

5. Project Closeout

- Scope verification and customer acceptance
- Administrative and contractual closure
- Transferring lessons learned to future projects



Learn How To:

- Integrate project quality management into the entire project life cycle
- Use five steps to plan effectively for project quality management
- Use five steps to assess and improve your organization's current quality capabilities to ensure that projects will meet specified quality standards
- Ensure customer satisfaction by monitoring results using project quality control tools
- Apply project quality management tools and techniques to "real world" project management situations

Course Synopsis

This course applies quality principles to project management itself, as well as to the products and services resulting from projects. It brings to the forefront the essentials of project quality management and its vital link to business success, with a focus on the tools and essentials of effective quality management that work for your organization, regardless of your industry. The course prepares the project manager to be a positive force in using project quality management to help ensure project and business success.

Businesses today realize that customer satisfaction and thus competitive success hinge on the effective implementation of quality concepts, tools and techniques. This includes defining business quality standards, determining performance measurements, and continuously improving processes, procedures and products. This course shows you how to integrate quality management concepts with project management practices to create a successful quality management program to support your business success.

You will learn about the philosophy and principles of quality management and learn how to translate these concepts into specific actions that are key to successful project quality efforts. The course presents a five-step model for successfully planning project quality, a five-step model for effectively assuring project quality and a quality-control toolkit, all of which you can immediately apply to your work environment. With a strong emphasis on exercises, this course gives you the opportunity to apply quality strategies and skills to real-world scenarios. You will practice concepts, tools and techniques using modularized case studies that require immediate and direct application of skills learned.

The strategies of quality management and continuous improvement combined with project management concepts to increase your control over objectives, work and performance. Master these proven methods and discover how quality greatly contributes to and enhances project success.

Course Topics

1. Managing Project Quality

- What is quality?
- Quality and the triple constraint
- What is project quality management?
 - The three processes
 - How it fits into the project life cycle
- The evolution of quality
- Systems thinking
- The cost of quality
- Formal quality systems

2. Planning Project Quality

- What is Quality Planning (QP)?
- QP inputs, tools and techniques
- Stakeholders and customers
 - Types
 - Importance of identification
 - Prioritization

- Project quality requirements
 - Identifying requirements
 - Sources of requirements
 - Common characteristics of quality requirements
 - Prioritizing project quality requirements
- Project quality standards
 - SMART quality standards
 - Benchmarking
- Quality Function Deployment (QFD)
- QP outputs

3. Assuring Project Quality

- What is Quality Assurance (QA)?
- QA inputs, tools and techniques
- Developing QA activities
- Investigating QA capabilities
 - Gap analysis
 - Flowchart
 - SWOT analysis
- Process improvement
- QA activities and the project quality management plan
- Quality audits
- Quality path vs. critical path
- QA and change control
- QA outputs

4. Controlling Project Quality

- What is Quality Control (QC)?
- Major questions of QP, QA and QC
- QC inputs, tools and techniques
- The voice of the customer and the voice of the process
- "Good enough" approach
- Taguchi's loss function
- Quantum innovation vs. continuous improvement
- Plan-Do-Check-Act (PDCA) cycle
- Basic quality control toolkit
 - Check sheets
 - Histograms
 - Pareto charts
 - Flowcharts
 - Cause-and-effect diagrams
 - Interrelationship digraphs
 - Scatter diagrams
 - Run charts
 - Control charts
 - Design of experiments
- QC activities and the project quality management plan
- QC outputs

5. Putting Project Quality To Work

Course Leader

Nadia Abdo



PMI Talent Triangle

▲	Technical	16 PDUs
▲	Leadership	0 PDUs
▲	Strategic	2 PDUs



Learn How To:

- Use the work breakdown structure to develop a network diagram
- Calculate schedules using PERT/CPM
- Identify, assign and tabulate resource requirements
- Predict costs and work time using specific levels and estimate types
- Plan for contingencies and anticipate variations
- Predict future project performance based on historical data
- Monitor changes and close out projects on time

Course Synopsis

Develop effective measures for scheduling and controlling projects as you put the tools of project management to work. In this course, you'll focus on managing the constraints you face in any project: limits on time, human resources, materials, budget and specifications. Discover proven ways to work within your identified constraints without letting predefined limits curtail creativity or innovation.

You will gain hands-on experience, practicing your skills in building project requirements and the work breakdown structure. You'll learn a sound, logical framework for scheduling and controlling project activities. You'll also master techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing and reporting costs and interpreting the meaning of earned-value data.

Individual and small-group exercises feature scenarios that help hone these skills and a comprehensive toolkit provides practical field guidance. Discover a number of sophisticated tools and techniques that you can use to manage time and costs effectively on every type of project.

This is one of the program's most popular courses, classes fill up quickly, so register early.

Participants in this course will receive TwentyEighty Strategy Execution's Earned Value Formula Finder, which puts the information you need to determine cost, schedule, estimate at completion and estimate to complete values for your projects right at your fingertips.

Recommendation: Please bring a calculator to class.



Course Leader

Ashraf Kodari



PMI Talent Triangle

▲	Technical	30 PDUs
▲	Leadership	0 PDUs
▲	Strategic	0 PDUs

Course Topics

1. Essential Background

- Overview of the project management life cycle
- The triple constraints
- Planning tools
- Project requirements – a review
- The work breakdown structure – a review

2. Estimating

- Using estimates for scheduling and cost control
- The basic rules of estimating
- Levels of estimating and estimate types
 - Top-down vs. bottom-up
 - Order of magnitude
 - Budget
 - Definitive
- Four estimating methodologies
- Identifying controllable costs
 - Resource
 - Material
 - Direct
 - Indirect
- Planning for risk with contingency
- Building the project resource pool
 - Using resources to build estimates
 - The responsibility matrix
- Time-controlled estimates
- Resource-limited estimates

3. Scheduling

- Network scheduling
- Validating schedules
- Arrow diagrams and precedence diagrams
- Basic scheduling and network calculations
- Advanced precedence relationships and the critical path
- Alternative constraints
- Gantt and milestone charts

4. The Baseline

- Establishing baselines
- Understanding types of baselines
- Time-phased distribution of costs
- Cumulative cost curves

5. Managing Change Within The Project

- The process of control
- Identifying sources of change
- Screening change
- Updating the project plan
- Communicating change

6. Evaluation And Forecasting

- Causes of variances
- Establishing the "data date" for evaluation
- Controlling costs and schedule late in the project
- Components of the project audit
- Considerations in establishing a monitoring system
- Earned-value
- Advanced earned-value forecasting tools

7. The Exit Strategy

- Steps in completing the project
- Scope verification
- Contract closeout
- Administrative closure





Learn How To:

- Use a practical, eight-step process to manage project risk
- Identify threats and opportunities and weigh their relative value in your project
- Control multiple risks using limited strategies
- Overcome psychological barriers to risk in stakeholders and team members
- Make risk and opportunity integral components of your next project plan

Course Synopsis

Project management is opportunity management. It is the ability to seize opportunities, minimize threats and achieve optimum results. Too often, risk management is seen as reactive, or worse, unresponsive. Nothing could be further from the truth.

In this course, you will work through the proactive approach to threat and opportunity – based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management. You will also examine threat and opportunity from both a top-down and bottom-up perspective, using TwentyEighty Strategy Execution's proven eight-step risk management process. Using effective tools, including TwentyEighty Strategy Execution's highly regarded risk assessment model, you will learn how to evaluate and respond to risk at the project and task levels.

Included in the course is a multi-part case study that takes you from a risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

You will end the course with new practices to apply in your environment and new insights into the implications and advantages of applying risk management.

Course Leader

Ashraf Kodari

Course Topics

1. The Basic Foundations Of Project Risk Management

- a. Definition and characteristics of "risk"
- b. Elements and factors of risk
 - Event (future occurrence)
 - Probability (uncertainty)
 - Impact (amount at stake)
- c. Types of risk
- d. Components of risk management
 - Identification
 - Quantification
 - Response development
 - Response control

2. Risk Management Planning And Identifying Risks

- a. Risk management planning
- b. Risk identification
- c. Idea generation tools and techniques

3. Analysis Fundamentals

- a. Probability and impact
- b. Presenting risk
 - Narrative
 - Qualitative
 - Quantitative
- c. Probability analysis

4. Analyzing And Prioritizing Risk

- a. Determining risk tolerances
- b. Analyzing risks
- c. Establishing and evaluating profitability
- d. Risk-based financial tools and techniques
- e. Expected-value analysis
- f. Decision trees
- g. Prioritizing risks

5. Planning For Risk

- a. Risk response strategies for opportunities and threats
- b. Risk acceptance
- c. Risk avoidance
- d. Risk mitigation
 - Probability minimization
 - Impact minimization
- e. Transference
- f. Establishing reserves

6. Execution, Evaluation And Update

- a. Risk response control
- b. Execute risk strategies
- c. Contingency plans and workarounds
- d. Risk evaluation
- e. Reassessing risk
- f. Risk documentation



PMI Talent Triangle

▲	Technical	15 PDUs
▲	Leadership	1 PDUs
▲	Strategic	2 PDUs





Learn How To:

- Identify contract components and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract 'legalese'
- Choose the offer that will result in the best value for the buyer
- Agree on objectives, requirements, plans and specifications
- Negotiate favorable terms and make revisions to the contract
- Apply the "10 rules of contract interpretation" in project disputes
- Administer contracts appropriately and know when and how to terminate before or upon completion

Course Synopsis

As a project manager, you must be able to work effectively with contracting managers, purchasing professionals and subcontractors to accomplish key objectives. Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services throughout government and industry, a solid understanding of the contracting process is critical, and can give you an advantage whether you are on the buyer's or seller's side.

Gain an overview of all phases of contracting, from requirements development to closeout. See how incentives can be used to improve contract results. This course explores these vital issues from the project manager's perspective, highlighting your roles and responsibilities to give you greater influence over how work is performed. You will also discuss actions that can be taken to help ensure that contractors or subcontractors perform as required under the contract.

Lectures are combined with case studies, exercises and negotiation role-playing to maximize the learning experience. Effective contract negotiation and administration can ensure project success, speed performance, and reduce risks and costs along the way. Discover the keys to contracting from your perspective in this practical course.

Course Leader

Ashraf Kodari



PMI Talent Triangle

▲	Technical	14 PDUs
▲	Leadership	3 PDUs
▲	Strategic	1 PDU

Course Topics

1. Understand The Contract Management Process

- Contract management definition
- Description and uses of contracts
- Buyer and seller perspectives
- Contract management and the PMBOK® Guide

2. Teamwork – Roles And Responsibilities

- Concept of agency
- Types of authority
- Privity of contract
- Contractor personnel

3. Concepts And Principles Of Contract Law

- Mandatory elements of a legally enforceable contract
- Terms and conditions
- Remedies
- Interpreting contract provisions

4. Contracting Methods

- Contracting methods – competitive and non-competitive
- Purchase cards, imprest funds or petty cash
- Sealed bidding, two-step sealed bidding, competitive negotiation and competitive proposals
- Reverse auctions
- Purchase agreements vs. contracts
- Single-source negotiation vs. sole-source negotiation

5. Developing Contract Pricing Agreements

- Uncertainty and risk in contract pricing
- Categories and types of contracts
 - Incentive
 - Fixed-price
 - Time and materials
 - Cost-reimbursement
- Selecting contract types

6. Pre-award Phase

- Procurement planning
- Solicitation
- Bid/no-bid decision making
- Proposal preparation
- Understanding the PMBOK® Guide

7. Award Phase

- Source selection process
- Selection criteria: management, technical, and price criteria
- Evaluation standards
- Evaluation procedures
- Negotiation objectives
- Negotiating a contract
 - Tactics and counter-tactics (buyers vs. sellers)
 - Document agreement or walk away

8. Contract Administration

- Key contract administration policies
- Continued communication
- Tasks for buyers and sellers
- Contract analysis
- Performance and progress
- Records, files and documentation
- Managing change
- Resolving claims and disputes
- Termination

PMBOK is a registered mark of the Project Management Institute, Inc.



Learn How To:

- Lead project teams through more effective communication
- Identify motivational value systems to improve productivity and cooperation
- Recognize the role of business and personal ethics in leadership
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Utilize a powerful four-stage collaborative negotiation process
- Create a Leadership Development Plan to implement when you return to work

Course Synopsis

This is an interactive course designed to provide a solid foundation in key leadership competencies and to provide you with the opportunity for a truly transformational leadership experience. As a participant, you will complete a self-assessment of your leadership skills, then master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating, and leading change.

After you assess your skills, you will create and refine a personal leadership vision and work on strengthening your leadership competencies as you develop your personal Leadership Development Plan. You will learn how to empower yourself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches and you will gain an appreciation of the importance of a collaborative "win/win" negotiation process.

You will gain a clear understanding of why communication is so important - regardless of how a project is organized. You will discover how business and personal ethics can influence your leadership style and personality, and how your individual leadership style and personality can influence the course a project will take.

Working with other professionals and an experienced instructor/facilitator in an interactive classroom environment, you will engage in revealing case studies, lively discussion and practical exercises.

Project managers and business professionals who need to increase their leadership skills will find this course to be extremely valuable as they master important skills to get the most from their most valuable project management resource - their people!

Course Leader

Nadia Abdo



PMI Talent Triangle

▲	Technical	2 PDUs
▲	Leadership	14 PDUs
▲	Strategic	2 PDUs

Course Topics

1. Leadership And Management

- What is leadership?
- The difference between leadership and management
- Assess your leadership competencies and developmental needs
- Articulate your leadership vision, in light of the assessment, and consider the best way(s) to realize it
- Processes for establishing direction, aligning people and motivating people to follow your vision
- Identify different leadership styles
 - Tasking
 - Encouraging
 - Steering
 - Entrusting

2. Leading Effective Teams

- What is a team?
- The stages of team development
 - Forming
 - Storming
 - Norming
 - Performing
 - Adjourning
- Leading and maintaining effective, productive teams
- Evaluate team progress and coach team members as necessary

3. Building Relationships

- How individual differences affect your ability to lead
- Identify your motivational patterns using the Strength Deployment Inventory (SDI®)
- How to be more influential by understanding motivational patterns
- Using an understanding of individual differences to help you manage conflict more effectively

4. Ethics And Leadership

- Define ethics and the link between ethics and trust
- The role of ethical behavior and leadership
- The difference between personal and organizational ethics
- Discuss the effect of the triple constraint on ethics

5. Negotiating Conflict

- Major sources of conflict on project teams
- The five modes of handling conflict
 - Forcing
 - Smoothing
 - Withdrawing
 - Compromising
 - Problem Solving
- The difference between competitive negotiation and collaborative negotiation
- Conflict scenarios and strategies for initiating conflict resolution
- Power bases used in typical organizations
- How to plan and conduct collaborative negotiation

6. Leading Change

- Your role in a changing organization
- Predictable stages of adjusting to change
- Appropriate leadership strategies for each stage
- Developing a change management plan



Learn How To:

- Look at the naturally occurring structure of a negotiation in order to develop an efficient and effective methodology for preparing and conducting a negotiation
- Explore negotiation in the context of project management
- Identify your negotiating competencies to improve your strengths and minimize weaknesses
- Gain insight into how to better manage yourself, your emotions, and your relationship with the other party in order to obtain sound agreements
- Increase knowledge and skills for complex and difficult negotiation situations

Course Synopsis

Negotiation is an invaluable skill for any project manager. Not only do you negotiate agreements with vendors and contractors, but you must effectively negotiate with stakeholders, customers and team members throughout the life of a project.

This three day, highly interactive experience covers the dynamics, processes and techniques of internal and external negotiation situations faced by project managers. Short on lecture and long on practice, this course provides you with the opportunity to experience one-on-one negotiations.

You will learn how to analyze your own and the other party's negotiation style, diffuse conflict and turn it into an advantage, and negotiate more effectively. You will also learn how to negotiate for efficient cost and schedule performance and achieve successful results on time. You will receive coaching and feedback from the instructor and the other participants.

By the end of the course, you will have explored the dynamics of both the competitive and collaborative models of negotiation as well as some of the implications of team negotiations. Not only will you gain new skills, but you will gain experience using them in realistic situations.

To ensure you maintain and build these new skills, the course includes a Personal Action Plan, which is designed to assist you in capturing the unique key points of learning during the class. It will also help ensure the integration of new knowledge and skills in both your personal and professional life.

Course Leader

Ashraf Kodari



PMI Talent Triangle

▲	Technical	4 PDUs
▲	Leadership	12 PDUs
▲	Strategic	2 PDUs

Course Topics

- 1. Negotiation In The Project Environment**
 - Stakeholder analysis
 - Negotiating with key stakeholders
 - Negotiation and the triple constraint
 - Issues throughout the project life cycle
- 2. Natural Tendencies In Negotiation**
 - Negotiating from positions
 - Transformation of goals
 - Destroying trust
 - Need to win
 - Emotional reaction
- 3. Developing The Best Alternative To Negotiated Agreement (BATNA)**
 - Defining BATNA
 - Determining the need to negotiate
 - Strengthening and using the BATNA
 - The other party's BATNA
- 4. The Two Major Schools Of Negotiation: Competitive And Collaborative**
- 5. Competitive Negotiation**
 - Determining primary and secondary issues
 - Establishing maximum and minimum positions
 - Defining the conflict range
 - Assessing the negotiation range
- 6. Understanding And Developing Your Negotiation Style**
 - Myers-Briggs Type Indicator (MBTI)[®] and communication style
 - Personality preferences and style
 - Temperament theory and collaboration
- 7. Collaborative Negotiation: Creating Win-Win By Exploring Differences**
 - Clarifying interests
 - Developing options
 - Establishing criteria
- 8. Negotiating Within The Team**
 - Identifying interests
 - Defining the process
 - Determining roles
- 9. Negotiating Between Teams**
 - Establishing an approach
 - Monitoring the dialogue
 - Clarifying all interests
- 10. Preparing To Negotiate Your Project**
 - Analyzing your situation
 - Predicting the other party's situation
- 11. Dealing With Conflict In Negotiations**
 - Insights from MBTI[®]
 - Sequence of strengths as conflict escalates
- 12. Breakthrough Strategies To Get Past "No"**
 - Managing emotional content
 - Reframing vs. reacting
 - Building a golden bridge
 - Educating vs. escalating
- 13. Maintaining And Building Your New Skills**
 - Personal Action Plan
 - Other useful strategies for long-term gains



Learn How To:

- Select the level of staffing, resources and management support required for a project
- Assemble a project team and gain commitment on project objectives
- Assign tasks based on work breakdown structure
- Estimate time and costs and present a project plan to team members and stakeholders
- Create a project binder documenting each stage of the project and lessons learned

Course Synopsis

Watch basic concepts come to life in this course: a comprehensive synthesis of core project management principles designed to reinforce skills learned throughout the core curriculum. Build on your new competencies and test your skills as you work in teams to complete an extensive, realistic project case study.

You will propose, plan and execute a full-scale project under typical organizational constraints. Follow your project through the life cycle, resolving issues of performance, scheduling and control as you address questions of leadership and management. Each team member will take a turn as project manager, defining objectives and performing tasks and producing deliverables critical to the project's success.

You will receive a complimentary copy of TwentyEighty Strategy Execution's **Project Management Tools CD** for your use, following the classroom experience.

Confirm your mastery of the core principles of project management in this experiential course and gain the hands-on confidence to practice new skills in your organization.

You will receive TwentyEighty Strategy Execution's **Earned Valued Formula Finder**, which puts the information you need to determine cost, schedule, estimate at completion and estimate to complete values for your projects right at your fingertips.

Reminder: This advanced, practice-based course caps the TwentyEighty Strategy Execution Project Management curriculum and is intended for experienced project managers.

Because it pulls together competencies gained in the other core project management courses, participants should complete at least four other core courses before taking Project Management Applications.



Recommendation: We recommend bringing a laptop computer (with MS Project software) for use in class.



Course Leader

TBC



PMI Talent Triangle

▲	Technical	24 PDUs
▲	Leadership	6 PDUs
▲	Strategic	0 PDUs

Course Topics

1. Team Building

- Project assignment
 - Initial project assessment
 - Team ownership
- Organizational assessment: working with what you have
 - Staffing
 - Resources
 - Management support
- Options assessment
 - Pre-emptive troubleshooting
 - Historical review

2. Pre-proposal Analysis And Planning

- Analyzing the market
- Assessing risk
- Building the team and reviewing roles
- Developing a plan to complete the proposal

3. Proposal Kickoff And Preparation

- Evaluating the requirement
- Evaluating bid contracts
- Obtaining the team's commitment
- Writing the winning proposal
- Delegating to team members
- Managing time constraints

4. Post-award Planning

- Project kickoff meeting
 - Goals
 - Participants
 - Principal points
- Detailed project planning

5. Negotiation/Agreement

- Four steps of pre-negotiation preparation
- Negotiation performance
 - Exploratory sessions
 - Joint-gain resolution
- Post-negotiation activity
 - Memoranda and documentation
 - Communication

6. Implementation

- Measuring performance
- Managing risk and uncertainty
- Reporting progress and following up
- Managing change and achieving project control
- Leveling resources

7. Closeout

- Team
 - Review
 - Closeout
 - Reassignment
- Project
 - Documentation
 - Lessons learned
- Organization
- Client
 - Sign-off
 - "Ownership"
 - Revenue enhancement



Meet Your Course Directors

Ashraf Kodari, an independent management consultant, has a skill mix that combines solid technical knowledge with its applications in business context, in addition to excellent communication and presentation skills. Ashraf's experience was gained through multiple positions which were in the fields of utility operations, project management, training management, facility management, and health and safety in North America and the Middle East.

During his professional career, spanning over 26 years, Ashraf has spent 15 years managing/sponsoring projects and programs in different fields, including; utilities, training, construction, organizational engineering and IT.

Managing Projects

10 – 12 March 2018

Scheduling & Cost Control

15 – 19 April 2018

11 – 15 November 2018

Project Risk Management

13 – 15 March 2018

16 – 18 December 2018

Contract Management Principles & Practices

5 – 7 May 2018

23 – 25 October 2018

Negotiation for Project Managers

8 – 10 May 2018

20 – 22 October 2018



Nadia Abdo is a senior consultant and trainer, with more than 20 years of experience in project management, consulting and training, primarily working with large international firms in diverse sectors such as banking and finance, Information Technology (IT), mechanical engineering and metallurgy, construction, telecommunications, chemicals, automation and control systems, and pharmaceuticals.

Some of her satisfied clients are: Asea Brown Boveri (ABB), Honeywell, Dow Chemicals, Novartis Vaccines, Takeda Pharmaceutical, Nakheel, UAE Ministry of Presidential Affairs, Al Ain Municipality, Zurich Insurance, Swiss Re, HSBC Bank, Oman Ministry of Defense, Abu Dhabi Council for Economic Development, Royal Oman Police, CISCO, Masdar, Mubadala, National Bank of Abu Dhabi, Qatar Foundation, and Omantel.

She served as a project manager on projects, including implementation of banking and lending systems for leading US banks, billing systems for telecommunication companies, Customer Relationship Management (CRM), and Enterprise Resource Planning (ERP) systems. Other projects have included organizational restructuring, establishing a PMO office, and business and process reengineering.

Managing Projects

14 – 16 July 2018

22 – 24 September 2018

8 – 10 December 2018

Quality for Project Managers

25 – 27 September 2018

11 – 13 December 2018

Project Leadership, Management & Communications

17 – 19 July 2018



+971 4 335 2437



register-mea@informa.com



www.informa-mea.com/esiproject

FIVE WAYS TO REGISTER

Tel: +971 4 335 2437
Fax: +971 4 335 2438

Email: register-mea@informa.com
Web: www.informa-mea.com/esiproject

Mail: Informa Middle East Ltd.
 PO Box 9428, Dubai, UAE

YES, I want to register for:

Event	Dates 2018	Book 10 weeks before	Book 5 weeks before	Final Fee
Managing Projects (3 days)	<input type="checkbox"/> BC7021: 10 – 12 March 2018 <input type="checkbox"/> BC7119: 14 – 16 July 2018 <input type="checkbox"/> BC6975: 22 – 24 September 2018 <input type="checkbox"/> BC7271: 8 – 10 December 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Quality for Project Managers (3 days)	<input type="checkbox"/> BC6983: 25 – 27 September 2018 <input type="checkbox"/> BC7297: 11 – 13 December 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Scheduling & Cost Control (5 days)	<input type="checkbox"/> BC7002: 15 – 19 April 2018 <input type="checkbox"/> BC7252: 11 – 15 November 2018	US\$ 4,495	US\$ 4,995	US\$ 5,495
Project Risk Management (3 days)	<input type="checkbox"/> BC7029: 13 – 15 March 2018 <input type="checkbox"/> BC7313: 16 – 18 December 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Contract Management Principles & Practices (3 days)	<input type="checkbox"/> BC7095: 5 – 7 May 2018 <input type="checkbox"/> BC7218: 23 – 25 October 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Project Leadership, Management & Communications	<input type="checkbox"/> BC7126: 17 – 19 July 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Negotiation for Project Managers (3 days)	<input type="checkbox"/> BC7114: 8 – 10 May 2018 <input type="checkbox"/> BC7205: 20 – 22 October 2018	US\$ 2,995	US\$ 3,495	US\$ 3,995
Project Management Applications	<input type="checkbox"/> TBC	US\$ 4,495	US\$ 4,995	US\$ 5,495

Pricing excludes 5% VAT, which will be charged where applicable

***Book and pay full fee for two colleagues and the third attends for FREE**

.Not applicable in conjunction with corporate discounts

.Payment to be settled before start of the course to avail the offer

.The 3 for 2 offer is valid on full price final fee registration only

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.

All registrations are subject to our terms and conditions which are available at

www.informa-mea.com/terms. Please read them as they include important information.

By submitting your registration you agree to be bound by the terms and conditions in full.

DELEGATE DETAILS

FIRST NAME: _____ SURNAME: _____

JOB TITLE: _____ COMPANY: _____

ADDRESS: _____ POSTAL CODE: _____

COUNTRY: _____ CITY: _____

TEL: _____ FAX: _____ MOBILE: _____

EMAIL: _____

**BC7021/BC7029/BC7002/BC7095/BC7114/BC7119/BC7126
 BC6975/BC6983/BC7205/BC7218/BC7252/BC7271/BC7297/BC7313**

Event Venue

Sheraton Hotel, Mall of the Emirates, Dubai, UAE
Venue TBC, Dubai, UAE

Tel: +971 4 377 2000

Accommodation Details

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the Hospitality Desk for assistance on:

Tel: +971 4 407 2693, Fax: +971 4 407 2517

Email: hospitality@informa.com



customised training solutions

The in-house training division of Informa Middle East

SAVE UP TO 40%

If you have 6 or more people interested in attending, and would like to customise this training course to suit your team and business, contact our Training Consultants on **+971 4 407 2624** or email **cts@informa.com**

DISCOUNTS AVAILABLE
FOR 2 OR MORE PEOPLE

CALL: +971 4 335 2483
E-MAIL: a.watts@informa.com

PAYMENTS

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

AVOID VISA DELAYS – BOOK NOW

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

CANCELLATION

- If you are unable to attend, a replacement delegate will be welcomed in your place. If you cancel your registration 57 days or more before the event, you will receive a refund minus a 10% cancellation fee (plus VAT where applicable). Cancellation after 56 days before the event or if you fail to attend the event will be 100% payable. All cancellations must be sent by email to register-mea@informa.com marked for the attention of Customer Services Cancellation.
- All registrations are subject to acceptance by Informa Middle East which will be confirmed to you in writing
- Due to unforeseen circumstances, Informa reserves the right to cancel the course, change the programme, alter the venue, speaker or topics
- For full details, please visit **www.informa-mea.com/terms-and-conditions-for-delegates**