



**SCANDINAVIAN ACADEMY**  
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# Course: Improving Your Project Management Skills

| Code | City                    | hotel              | Start      | End        | price  | Hours |
|------|-------------------------|--------------------|------------|------------|--------|-------|
| 711  | Geneva<br>(Switzerland) | Hotel Meeting Room | 2025-02-03 | 2025-02-07 | 5450 € | 25    |

## Course Description

This 5-days course covers all the aspects necessary to help the participants deliver smart project management solutions with higher quality, greater value and better accountability. Based-on real-world examples it covers everything, from defining scope and gathering requirements, to planning and budgeting, to utilizing scheduling and control tools.

## Course Goal:

To enhance the participant's knowledge, skills, and abilities necessary to improve his project management skills

## Course Objectives:

**By the end of this course the participant will be able to:**

- Set practical and attainable goals for his project.
- Set realistic schedules that he can meet
- Develop and implement a project plan
- Save time and resources
- Cope with budget and time constraints
- Delegate in a fair and practical way within the project team



## Who Can Benefit?

R&D professionals, engineers (across all specialties), scientists and principal investigators, project engineers, facility engineers, plant managers and anyone else who administers technical projects. Individuals from non-technical fields who are new to project management, as well as those looking for formal project management training

## Course Outline:

### Foundations for Success: The Core Concepts

- Concepts and Terminology
- The Need for Project Management
- Functions of Management
- Life-Cycle Processes
- Knowledge Area

### Project Teams Leadership

- The Functions of Leadership
- Communication, Motivation, and Solving Problems
- Work Supervising
- Behavior and Rewards

### Project Scope and Requirements

- Project Documentation
- Critical Success Factors and Critical Success Measures
- In-Scope and Out-of-Scope Conditions
- Right Tools and Processes to Define Project Scope



## **Project Work Plan**

- The Project Work: Definition and Documentation
- Project Templates
- Appropriate Levels of Work for Groups
- Skills Needed to Achieve the Work

## **Task Dependencies and Network Logic Diagrams**

- Logical Dependencies
- Logic Network
- The Critical Path

## **Work Estimation**

- Duration for Project Tasks
- Labor Content for Project Tasks
- Price Out the WBS
- Estimate Network

## **Integrated Project Plan**

- IPP: Creation, Documentation and approval
- The Plan Communication to Others

## **Projects Monitoring and Control**

- The Status of All Plan Parameters
- Current and Future Variances
- Reporting
- Corrective Action



## **Project Closure: Documenting Lessons Learned**

- Close Out a Project
- Final Report for the Project
- "Lessons Learned" - Prevention, Detection, and Recovery



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.