

# Executive Course on Project Management

during the periods 21 to 24 January 2008 and 18 to 21 February 2008.

The Course targets Project Managers, Program Coordinators and Senior-level Project Staff from Project Executing Units and from Government, NGOs, Private Companies as well as Consultants involved with development projects.

This Course will provide a broad framework of concepts, tools and skills that are underlying effective project strategy design, project development and project management.

Upon completion of the course participants should be able to:

- understand and implement activities related to the different phases in project management;
- use skills project managers need in their daily work;
- apply effectively knowledge gained by sharing experiences with other participants and to translate those experiences into own projects.

Participants will be assessed and a Certificate to evidence successful participation will be awarded by FHR and MsM.

The course consists of 2 modules.

## Module I

### Project Management Theory & Tools

### Introduction to Project Management

### Project Management Cycle

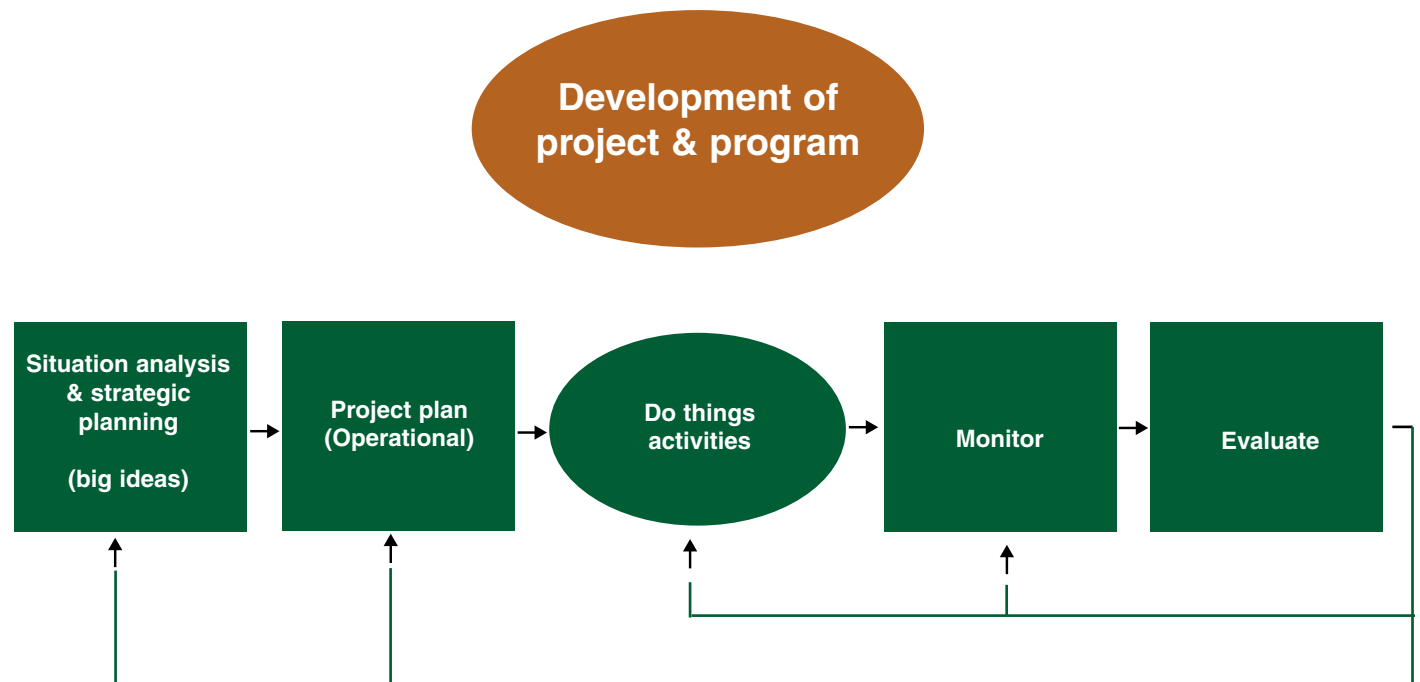
- Identification
- Formulation
- Appraisal
- Planning
- Implementation
- Evaluation

21 - 24 January 2008

## Module I: Project Management Theory and Tools ( 24 contact hours )

The learning objectives of this module are understanding of the different stages of the project life cycle and the management activities that need to be done in all these stages; the available tools involved in the different stages from identification and formulation to making a project planning and how to use the tools in the implementation and evaluation stage of the project management cycle.

### Example of project management cycle



## Module II

### Project Management Skills

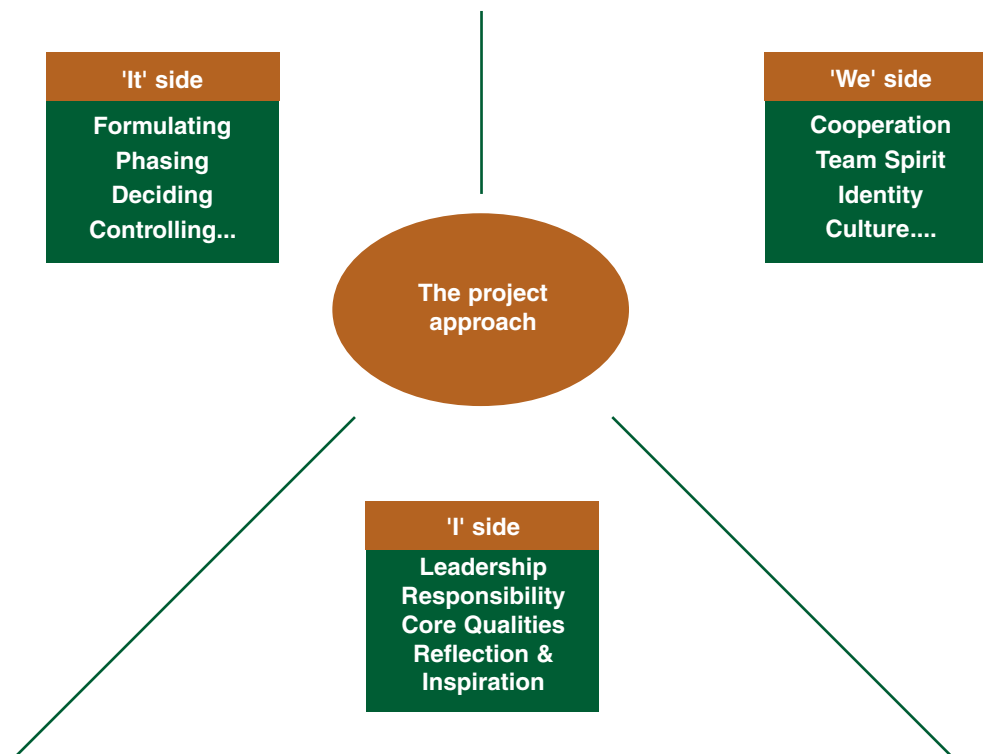
- Leadership
- Team Dynamics
- Communication
- Negotiation
- Networking

18 - 21 February 2008

## Module II: Project Management Skills (24 contact hours)

The learning objective of this module is to provide for the skills needed in managing projects. The most important skills include: understanding team dynamics; how negotiation is used; the importance of effective communication; networking; the role of leadership of team leaders and the importance of comprehensive proposal & report writing skills using examples and best practices.

### The Project Management Skills



## Course Calendar

### Module I

January 2008						
mo	tu	we	th	fr	sa	so
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Module II

February 2008						
mo	tu	we	th	fr	sa	so
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Both modules (24 hours) will be taught on Monday, Tuesday, Wednesday and Thursday from 08.30 – 16.00 hrs.

## Course venue

The course will be conducted at the FHR School of Management of the FHR Lim A Po Institute at 9, Mr. Dr. J.C. de Miranda street.

## Admission Requirements

- Bachelors degree or its equivalent
- Proficiency in English
- Strong motivation
- Some years of related work experience.
- Commitment letter from applicant's employer stating that he / she will be released from work during lecturing time
- Duly filled out application form submitted latest by December 15, 2007
- € 1200 to be paid latest by January 15, 2008

For further information and submission of application forms:  
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