



One Day Intensive Seminar

Practical Project Management

Introduction

This intensive seminar is designed to present the participants with the introduction and working knowledge of project management. The seminar gives participants a user-friendly framework that leverages on participant's natural skill sets as well as a customized set of powerful tools and techniques.

Outline

Project Initiation

- Covers the basic of setting up a project and provides tools, templates and techniques essential to starting your project and improving the chances of success.

Project Planning

- Covers how we plan the work of the project, how we calculate costs and project schedules.
The section uses a single customizable tool to guide you through this complex area.

Project Monitoring and Control

- Covers how we track and control the progress and performance of the project and what to do when something goes wrong!

Project Closing and Learning

- Covers the essential aspects of closing a project.
Learning from the projects successes and problems is an essential part of a project manager's personal development.

Who Should Attend?

- Project team members
New project managers
Part-time project managers
Those who want to move into project management
Managers who want a rapid introduction to project managers

Methodology

The each aspect of the course is delivered through a formal lecture; this is supported by a workshop style simulated project which lets participants immediately understand how to apply what they have learned in the lecture. As a result, participants are equipped with the basic theory but more importantly a practical appreciation of how to start managing projects.

15TH JANUARY 2009

JW MARRIOTT HOTEL,
KUALA LUMPUR

Conducted By Distinguished Speaker:

Dr. Andrew Spowage

PhD, BSc (Hon), CSSBB, CEng, CSci,
MSQI, MIMMM

Dr. Andrew Spowage has worked on many industrial, business and research projects ranging from the development of solid oxide fuel cells and recycling issue for Rolls-Royce, to the development of environmentally friendly solders, the definition and integration of new corporate KPIs, adoption of organisational excellence in the manufacturing sector to the construction of new buildings. Over the last 15 years, Dr. Spowage has worked on over 100 projects, all of which having industrial, governmental and/or academic links. The majority of this experience has been gained in a research environment as well as from the manufacturing, aerospace and defence sectors.

Organised By:



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REGISTRATION FORM

Ref: JAN09PPM

EARLY BIRDS: Registration and Payment by 22nd December 2008 - RM750.00 per person

GROUP DISCOUNT: Two or More Persons from same organization - RM800.00 per person

REGULAR FEE: RM850.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & CERTIFICATE

(Crossed Cheque/Bank Draft payable to ASIA PACIFIC DILIGENCE SDN. BHD.)

MAILING ADDRESS: B-2-9A, Megan Avenue II, 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur

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Full Name: Dr./Mr./Ms.....

Full Name: Dr./Mr./Ms.....

Position:.....

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Full Name: Dr./Mr./Ms.....

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Position:.....

Position:.....

Company:.....

Address:.....

Tel:.....

Fax:.....

E-mail:.....

Contact Person:.....

Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.

The organizer reserves the right to change speakers and/or modify the programme content without prior notice.