

Earn 8 +
16 PDUs

ADVANCED PROJECT MANAGEMENT: PROJECT LEADERSHIP & MANAGING COMPLEX PROJECTS

Hear the Best Practices & Latest Trends, Learn the Advanced Skills Needed to Improve Productivity, Profitability & Measure Project Performance

8th (Mon) – 10th (Wed) November 2010, Novotel Bali Nusa Dua Hotel - Indonesia

Managing Projects for Success:

Project Leadership & Risk Management

Be Equip with Crucial Leadership Skills A Critical Factor in "Goal Achievement" & Effective Planning & Control to Identify & Manage Risk

11th (Mon) – 13th (Wed) October 2010, Hotel Mulia Senayan, Jakarta Indonesia



A Hewlett Packard worldwide survey of over 600 training organizations ranked BMC the #1 in project management training & consulting

Organised by:

In Partnership with:



BUSINESS MANAGEMENT CONSULTANTS
Improving performance through project management



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Advanced Project Management: Managing Complex Projects

8th (Mon) – 10th (Wed) Nov 2010 – Novotel Bali Nusa Dua Hotel, Indonesia

The Advanced Project Management: Managing Complex Projects workshop is designed for seasoned managers, line managers and supervisors with 3 or more years of project management experience. This course builds on the project management fundamentals and emphasizes how a manager insures that effective project management behaviours are taking place in their projects, programs, departments and companies.

This course focuses on the importance of organisational support within organisations to render assistance to their project teams. Course participants work in groups in specialised workshops to analyse and evaluate areas of need so to improve organisational support in their company.

Why you should attend?

The aim of this interactive workshop is to provide you with new skills critical to the management of projects. The first day of the workshop on "Project Leadership", will be focused exclusively on the people side of project management. Crucial leadership skills known to be critical in "goal achievement" such as team development, motivation, communication, leadership, problem solving skills and interpersonal skills are addressed.

The 2nd & 3rd day of the workshop is on how to create a project based system in your company and programs, i.e the organisational requirements, organisational support methods and how to develop systems for project planning and control. The final module presents risk management and its importance in the project planning process. Identifying and analysing risk is a topic of great concern to many companies venturing into new projects nowadays.

Objectives of this workshop include:

- Learn the leading edge and state-of-the-art methods in project management in the world today
- How projects are managed in some of the world's leading organisations and how to apply these techniques in your company
- How to create a project-based system in your projects, programmes and company i.e the organisational requirements and support methods and systems for project planning and control
- How to choose an appropriate performance measurement and reporting system
- How to perform a risk assessment

Packed with industry "best practices" and proven project management techniques, this two-day course gives you a practical approach to managing the technical challenges in projects, so you can more effectively deal with the deadlines, resource needs, team issues and technical complexities in a successful, professional way

WHO SHOULD ATTEND

This course is designed for senior managers, seasoned Project and Programme Managers, Line Managers, Executives and Supervisors and Engineers with 3 or more years of project management experience and who have an understanding of the basics. Also for individuals interested in learning what leading companies are doing to improve their companies' programme and project management effectiveness.

The Director of the NASA Academy for Project and Program Management Leadership has stated that members of BMC team are "The best project management trainers in the US"

*In terms of value for money, the **Advanced Project Management Workshops** have been the most successful thing we have done in Airbus UK to develop our Senior population.* **Chief Financial Officer - Airbus UK**

Advanced Project Management: Project Leadership

8th (Mon) Nov 2010 – Novotel Bali Nusa Dua Hotel, Indonesia

DAY 1

Session 1: The Project Leader/Manager

- The basics of leadership
 - Understand how leadership is defined and approaches to improving one's leadership
- A leadership model for continuous improvement



Session 2: Creating and Building the Project Team

- Developing the effective cross-functional project team
- Team decision-making delegation and consensus
- Effect of culture on team performance
- Effect of problem solving style on team performance and creativity
 - Learn how your team Leadership style may aid or prohibit a team's ability to do its best and how to counteract difficult situations

Participation:

- *The Assessment Inventory of Problem Solving Style*
 - A self-test to determine your predominant style for leadership and solving problems
- Conflicts between project team members, functional managers and project managers
 - How to avoid and use conflict
- Improving the project managers / senior management interface

Workshop:

The Project Planning Situation™

- How does your leadership style and others on the team enhance or inhibit project team performance
- Working in teams, participants experience how their style affects their team's performance in a simulated project planning situation.

Session 3: Interpersonal Skills

Improving communications

- Project offices and control rooms
- Three types of project review meeting
 - How to conduct meetings, use agendas, action items, minute
- Responding to conflict

Session 4: Motivation and Empowerment

- Techniques to motivate individual team members
- Dealing with difficult people



Session 5: Leadership Skills

- Dimensions of leadership styles and effective leadership styles (Participating VS Task-Oriented styles of Leadership)

Session 6: Situational Leadership

- Adapting your management style to the demands of particular situations

Participation: Lead Self (what is your style?)

Participants determine their individual style and ability to recognize how to modify their style based on what the Situation demands

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DAY 2

Session 1 : Project Management as a Management Method

- Project teams as building blocks of the company
- Latest trends in 'management by projects' and cross-organizational teams
- Effects of differences in national, organizational, and personal cultures and values.
- Organizational ingredients for effective project management

Participation:

The Assessment Inventory of Project Management™

Participants assess how well they apply project management

Session 2 – Organizational Support of Project Teams

- Designing the organization for project management
- New approaches and trends from Computer, Pharmaceutical, Automotive, Food, Aerospace, Petroleum, Power Supply, and Other Industries
- The influence of different cultures, values and preferred management styles on organizational effectiveness
- Using executive management committees, groups and teams for organizational support
- Project Management Maturity Models

Participation:

An Assessment of your Organizational Support

Participants will assess the organizational support to project teams provided by their companies and benchmark their results against research data being gathered by BMC from a wide range of International Companies

Session 3 – Project Planning Systems and Behaviours (State-of-the-Art)

- Necessary ingredients of project execution plan
- The five basic project planning elements
- Project definition and approval cycles
- **GOAL: Building Agreement**
- Structuring and organizing multiple projects and task teams
- **GOAL: Building Accountability**

DAY 3

- Scheduling multiple projects, task and resource planning

GOAL: Building Communications

- Establishing performance baselines, budgets and contingencies

GOAL: Building Control

Group Discussion: Shared Experiences

Participants share how projects in their company are planned and their greatest challenges in developing effective planning

Session 4 – Project Control Behaviours

- The most basic requirements for a company and its projects to be "in control"
- Project control in a multi-project environment
- Choosing an appropriate performance measurement and reporting method
- Designing reporting systems

Session 5 – Project Risk Management

- What do we mean by "risk"?
- What is the process?
- Qualitative vs. Quantitative
- Risk Management in an operational environment
- How to perform a Risk Assessment

Group Discussion: Shared Experiences

Share how projects in your company are planned and your greatest challenges in developing effective control systems and risk management systems

Workshop:

Developing an Action Plan for Improvement

Evaluate your individual management improvement areas and develop appropriate actions to improve these areas within your company

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Dr. Dave Adkins PhD Law, PE, PMP Director of Technology Group, Senior Partner



Dr. Adkins is the Senior Partner and Technical Director of Business Management Consultants based in Phoenix, AZ, USA. He is uniquely qualified in all areas of business management, having direct

responsibilities for program management, engineering, quality assurance, sales, international contract negotiations, manufacturing operations, financial management, information technology and legal departments.

He held senior positions with Battelle Memorial Institute, Ametek, Hughes and Vetco Offshore, was Vice President/Corporate Officer with Abex Aerospace, Vice President/COO with Valex Corporation, and is President of Patent Development Services, a firm specializing in design and application of innovative concepts. He has experience managing research projects as well as major multi-million dollar capital programs in Aerospace, Petroleum E&P, Gas Transmission, Undersea Technology, Semiconductor and Government.

Throughout his broad and varied career, Dr. Adkins has adopted a successful style of management based on performance and empowerment. It is a dynamic style that provides for good planning and control while fostering vision and participation. He translates this style into the renowned courses he teaches with such organizations as Acclaim, Airbus (UK/France/Germany), Baxter BioScience and Healthcare (Austria) Bayer, British Petroleum, British Aerospace, , DHL International, Duke Energy, ExxonMobil, Honda, NASA Headquarters & Centers, Porsche (Stuttgart), Reliant Energy, Wärtsilä and many more.

Dr. Adkins also is Faculty of ASME, NASA, Management Centre Europe, Société Européenne des Ingénieurs et des Industriels (SEII) in Brussels, Penn State University, University of Houston, University of Florida, Lamar University, Lord Fairfax College, University of Texas MB, and several Industry Training Academies.

**NOTE: Training will be conducted by either
Dr Dave or Mr Colin**

Mr Colin Millward PMP®, MIMIS Product Strategy Director



Colin Millward is a seasoned project manager and consultant with considerable business experience spanning several decades in Asia, Europe and the United States. His recent achievements include:

- Analysis of the project management maturity levels of the Stock Exchange of Malaysia (Bursa), and provision of a roadmap for improvement of business processes and procedures
- Investigation and planning for aviation servicing group Hawker Pacific Asia to redefine their aircraft servicing line business on a project basis, providing the steering and training required to implement
- Group project manager with international steel trading organisation Dylan Group, running a co-located team for several years in the Netherlands and Singapore, to design, overhaul and implement new company-wide business and logistics processes
- Project manager for major UK electricity distribution company NPower, running a team to design and implement revisions to the systems and business processes of their major business accounts division

Colin has also run projects and provided consultancy expertise at Federal Deposit Insurance Corporation (USA), ADP (USA), EGAT (Thailand), and Liberty Mutual (USA), Royal Bank of Scotland (UK), British Telecom (UK), the Inland Revenue (UK) and many other organisations. In addition he held management positions over several years for two international software companies Walker Interactive Systems and QSP.

Colin holds an Advanced Master's Certification in Applied Project Management from Villanova University, is a PMP® (Project Management Professional) with the Project Management Institute and is a member of the Institute of Management Information Systems (IMIS) and the Asia Professional Speakers Association.

He is an established presenter and trainer on project management methods and uses a powerful combination of knowledge, enthusiasm and humour to build and retain motivated project teams of productive people.

The European Medical Director of GlaxoSmithKline:

"The thorough manner in which you (BMC) reviewed our requirements and applied knowledge of the most successful project management practices to target improvement of the skills and competencies of our professional staff was remarkable- all the while focused on our "business" results and "practical day-to-day issues"

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REGISTRATION CONTRACT

Please complete this form immediately and fax back to

+ (65) 6469 8183

Please write in **BLOCK CAPITALS**

I. Delegate's details

1. Name: _____

Position: _____

E-mail : _____

2. Name: _____

Position: _____

E-mail : _____

3. Name: _____

Position : _____

E-mail : _____

Organisation : _____

Address : _____

Country/ State: _____ Postcode: _____

Nature of Business : _____

Tel : _____ Fax: _____

Company Size : 100-249 250-499 500-999 1000+

II. The Invoice should be directed to Mr/Ms (Dept):

Name: _____

Dept: _____

Tel: _____

E-mail: _____

III. Authorising Manager's details

Name : _____

Title : _____

Tel: _____

Signature : _____

Date: _____

This booking is invalid without a signature

REGISTER NOW!

1-Day Project Leadership - per delegate:

SG\$ 880 (Priority Booking before 7th Oct '10)

SG\$ 980 (Standard rate after 7th Oct '10)

2-Day Managing Complex Projects:

SG\$ 1,580 (Priority Booking before 7th Oct '10)

SG\$ 1,780 (Standard rate after 7th Oct '10)

10% Discount for group registration of 3 or More

Special rate for:

3-Day Advanced Project Management: Project Leadership & Managing Complex Projects

SG\$ 1,980 (Priority Booking before 7th Oct '10)

SG\$ 2,180 (Standard rate after 7th Oct '10)

(Fee includes documentation, refreshment &

Lunch but **EXCLUDES** Accommodation & Bank charges)

MODE OF PAYMENT :

Payment is required within **5 working days** from the invoice date.

SGD Bank Draft Made payable to:

KEN Knowledge International Pte Ltd

Or Telegraphic Transfer to Bank:

United Overseas Bank Limited

Clementi Branch

Account Number: 130-314-691-7

SGD Corporate Current Account

Swift Code: UOVBSGSG

(Quoting your Company Name and Inv No. As Reference)

CANCELLATIONS & SUBSTITUTIONS :

All bookings carry a 50% liability immediately after a fully completed Registration Contract has been received by Ken Knowledge International. All cancellations of registration must be made in writing. Regrettably, no refund will be made for cancellation after 7th October 2010. However, a complete set of documentation will be sent to you. Substitutions are welcomed at anytime.

NOTE:

Due to unforeseen circumstances, we may change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. KEN Knowledge International should not be held liable for any costs arising from this change.

HOTEL ACCOMODATION:

Accommodation is not included in the workshop fees. To reserve accommodation at the workshop venue, please contact Novotel Bali Nusa Dua Hotel at +(62)(361) 8480 555

For further information, Contact the **KEN Knowledge**

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