



### Objective

It is the aim of the program to equip the participants with the necessary skills in effective Project Management, including competent handling of projects in an integrated and professional manner, better understanding of the arts and science of project management and improved convincing and influential power in handling project stakeholders.

### Program Synopsis

Project is the source of business life and survival. Businesses and entities constantly engaged in projects to explore new opportunities for growth and improvement. In search of competitive advantage, successful projects should not only achieve its objectives but also be completed with a high rate of effectiveness and efficiency. Project management therefore covers a diverse management and administrative skills, from finance, resource management, statutory and regulatory requirements, managing change, procurement and etc.

### Course Outline

#### Day 1

##### **Business Fire-Up**

- The Needs for New Projects
- Avoiding Project Failures
- Pre-requisites of a Competent PM

##### **Managing Project 1**

- Project Management Framework
- Project Management Processes
- Project Integration management

#### Day 2

##### **Resource Management 1**

- HR Management
- Communication Management
- Risk Management

##### **Managing Quality**

- The Myths of Quality
- The Principles of Quality
- The Dynamics of Problems

##### **Project Kick-Start**

- Project Planning
- Identification and Selection
- Success Selling of New Projects

##### **Managing Projects 2**

- Scope Management
- Cost Management

##### **Resource Management 2**

- Procurement Management
- Time Management

##### **Project Close-Out**

- Issues in Project Close-out
- Lessons Learned

### Trainer's Profiles

Myocho Kan is a Chartered Company Secretary and Administrator (ICSA, UK), ISO 9001 Lead Assessor and Certified Trainer by qualification and a Corporate Consultant and Training Specialist by profession. He is an elected Honorary Secretary of MINDS (a society member of COSTAM, Confederation of Science and Technology Associations of Malaysia) and also a member with various professional bodies including MSTP, MIM, MAICSA and MIHRM.

Myocho is currently the Chief Learning Strategist, leading a faculty comprises of academicians and industrial experts in his pursuit of promoting corporate excellence. He brings with him more than 12 years of training expertise and has advised, consulted and trained more than 90 Companies of various sizes and industries. Myocho was also the Consulting Partner of a Singaporean public listed college with more than 600 academic centers worldwide. As a Consulting Partner, Myocho and his team were responsible for the provision of corporate, management and professional training programs.

In project management, Myocho was instrumental in all stages of conceptualization, planning, execution, control and management. Projects managed include competitions, awareness campaigns, event management, process improvement, advertising and marketing campaigns. The long years of experience and exposure can now be shared as they have been transformed into deliverable knowledge through training programs.

### Course Details

<b>Date:</b>	<b>16<sup>th</sup> &amp; 17<sup>th</sup> July 2009</b>
<b>Time:</b>	<b>9.30am – 5.30pm</b>
<b>Venue:</b>	<b>61, Robinson Road, #17-01, Robinson Centre</b>
<b>Fee:</b>	<b>SGD800</b>

### Contact Us

For registration and enquiries, please contact us at  
 Tel: **+65 64109497 or +65 64109404;**  
 Email: **corporate@erci.edu.sg**

### Training Methodologies

This course will be conducted using lectures and case study. Each team will be expected to present their case results, as presentation is an important skill in Project Managers.