

PROJECT MANAGEMENT ESSENTIALS FOR NON-PMS: TOOLS & TECHNIQUES FOR EVERY ROLE

“Empowering Professionals Across All Functions to Manage Tasks, Timelines, and Teams with Confidence”

Schedule

Date	Venue	Fees
09 - 13 Feb 2026	Dubai, UAE	USD 3495 per delegate

Introduction

In today’s dynamic business environment, projects are not just managed by certified project managers. Professionals in operations, HR, finance, marketing, and other roles are increasingly tasked with leading or contributing to projects—often without formal training in project management.

This 5-day course is designed to equip non-project managers with the essential knowledge and practical tools needed to plan, execute, and deliver projects effectively. It breaks down complex project management methodologies into actionable techniques that can be applied immediately—enabling participants to add value in any project context.

Objectives

By the end of this course, participants will be able to:

- Understand the key stages of the project lifecycle and their roles in each phase
- Define project goals, deliverables, stakeholders, and success criteria
- Develop simple project plans using timelines, milestones, and task lists
- Manage risks, communicate clearly, and handle changes proactively
- Use project management tools for tracking progress and reporting

Why Attend

- Gain confidence in managing small to mid-size projects
- Learn to work effectively with project managers and cross-functional teams
- Apply structured methods to plan and deliver your own assignments
- Prevent scope creep, missed deadlines, and resource conflicts
- Bridge the gap between technical execution and business value

Target Audience

This program is designed for:

- Professionals in non-PM roles tasked with project-based work
- Team leaders, coordinators, and administrators
- Functional managers in HR, finance, operations, and marketing
- Subject matter experts supporting project implementation
- Anyone seeking practical PM skills without full certification

Individual Benefits

Key competencies that will be developed include:

- Clear understanding of project roles, phases, and terminology
- Enhanced ability to organize, schedule, and prioritize tasks
- Confidence in stakeholder communication and expectation management
- Knowledge of simple yet effective planning and tracking tools
- Stronger time management and accountability practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project delivery by non-PM teams
- Greater collaboration between departments and formal PMs
- Reduced delays, budget overruns, and misaligned expectations
- Standardized practices for task planning and reporting
- Higher productivity and ownership across functional roles

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Project lifecycle, terminology, and team roles explained
- Case Studies - Common scenarios faced by non-PMs in real project environments
- Workshops - Task planning, stakeholder mapping, and schedule building
- Peer Exchange - Experience sharing and collaborative planning exercises
- Tools - Ready-to-use project templates, checklists, and tracking formats

MAWA EVENTS

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Course Outline

DETAILED 5-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Project Management

- Module 1: What is Project Management? (07:30 – 09:30) • Project vs. operations • Benefits of structured project management for non-PMs • Introduction to the project lifecycle
- Module 2: Understanding Roles and Responsibilities (09:45 – 11:15) • Project manager vs. team member vs. stakeholder • Working with project sponsors and cross-functional teams • Clarifying your role in the project ecosystem
- Module 3: Setting Project Goals and Success Criteria (11:30 – 01:00) • SMART objectives and deliverables • Defining success with stakeholders • Common causes of project failure
- Module 4: Workshop – Project Role Mapping (02:00 – 03:30) • Case exercise: stakeholder and team role identification • Group discussion and presentation

Day 2: Planning and Organizing Your Project

- Module 1: Work Breakdown and Task Management (07:30 – 09:30) • Breaking projects into phases, tasks, and deliverables • Creating a Work Breakdown Structure (WBS) • Estimating time and resources
- Module 2: Scheduling and Milestones (09:45 – 11:15) • Building a simple project schedule • Using Gantt charts, calendars, and task trackers • Identifying dependencies and critical paths
- Module 3: Resource and Budget Awareness (11:30 – 01:00) • Budget basics for non-financial managers • Tracking resources and managing constraints • Avoiding resource overloading
- Module 4: Workshop – Project Plan Creation (02:00 – 03:30) • Team-based project plan development • Presentation and trainer feedback

Day 3: Communication and Collaboration in Projects

- Module 1: Stakeholder Analysis and Communication (07:30 – 09:30) • Identifying internal and external stakeholders • Stakeholder expectations and influence mapping • Communication planning tools
- Module 2: Running Effective Meetings (09:45 – 11:15) • Meeting roles and agendas • Capturing decisions and action items • Dealing with difficult dynamics
- Module 3: Project Reporting for Non-PMs (11:30 – 01:00) • Status reports, progress updates, and dashboards • Escalation procedures and executive summaries • Reporting do's and don'ts
- Module 4: Workshop – Stakeholder Management Plan (02:00 – 03:30) • Creating a stakeholder and communication matrix • Peer review and improvement

Day 4: Managing Change, Risks, and Issues

- Module 1: Identifying and Managing Risk (07:30 – 09:30) • What is project risk? • Risk registers and impact matrices • Planning responses
- Module 2: Dealing with Change Requests (09:45 – 11:15) • Why scope changes happen • How to evaluate and manage change • Communicating implications to stakeholders
- Module 3: Handling Problems and Escalation (11:30 – 01:00) • Troubleshooting delays and conflicts • Root cause analysis for project issues • Managing stakeholder concerns
- Module 4: Workshop – Issue and Risk Log Creation (02:00 – 03:30) • Group activity: create and present a project risk log • Trainer feedback and discussion

Day 5: Execution, Monitoring, and Closing Projects

- Module 1: Tracking Progress and Staying on Course (07:30 – 09:30) • Daily and weekly monitoring tools • Using checklists and timelines effectively • Responding to delays or resource shifts

- Module 2: Project Closeout and Lessons Learned (09:45 – 11:15) • Documenting outcomes and verifying deliverables • Conducting a project review • Capturing lessons learned
- Module 3: Applying PM Skills to Daily Work (11:30 – 01:00) • Bringing PM techniques into regular responsibilities • Time management and prioritization • Communicating with impact
- Module 4: Final Workshop and Certification (02:00 – 03:30) • Personal project plan presentation • Group feedback and summary • Certification ceremony and wrap-up

Certification

Participants will receive a Certificate of Completion in Project Management Essentials for Non-PMs, validating their ability to apply practical project tools and collaborate effectively in project-based environments, regardless of formal PM training.

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