

ESSENTIALS OF PROJECT MANAGEMENT SKILLS

“Equipping Professionals with Practical Tools and Techniques to Deliver Projects On Time, Within Scope, and on Budget”

Schedule

Date	Venue	Fees (Face-to-Face)
23 – 27 Feb 2026	Kuala Lumpur, Malaysia	USD 2,995 per delegate
26 – 30 Apr 2026	Manama, Bahrain	USD 2,995 per delegate
18 – 22 Oct 2026	Doha, Qatar	USD 2,995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective project management is no longer a technical specialty—it’s a core business skill. Regardless of industry or function, professionals are expected to manage projects with confidence, from planning through execution and closure. However, many projects fail due to unclear objectives, poor communication, and lack of risk planning.

This hands-on, five-day course equips participants with practical skills, proven tools, and modern techniques aligned with global standards like PMBOK and PRINCE2. Whether managing small initiatives or contributing to large-scale programs, attendees will learn to lead projects that meet goals, engage stakeholders, and deliver value.

Objectives

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

- Define and initiate projects with clear scope, goals, and deliverables
- Plan project schedules, budgets, and resource allocations
- Monitor progress, manage risks, and adapt to changing conditions
- Communicate effectively with stakeholders and team members
- Close out projects with performance evaluation and lessons learned

Why Attend

- Gain practical, transferable project management skills
- Learn to use tools such as work breakdown structures, Gantt charts, and risk logs
- Avoid common pitfalls that derail project success
- Increase your ability to lead, organize, and deliver value
- Enhance your credibility as a reliable project contributor or leader

Target Audience

This program is designed for:

- Project team members, coordinators, and first-time project managers
- Functional managers working in project-based environments
- Engineers, analysts, and professionals responsible for initiatives
- Anyone seeking to strengthen foundational project management capabilities

Individual Benefits

Key competencies that will be developed include:

- Project scoping and planning
- Scheduling, budgeting, and resource management
- Risk analysis and mitigation planning
- Stakeholder communication and reporting
- Decision-making and project leadership

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project execution and alignment with strategic goals
- Greater accountability and control over cost, time, and quality
- More consistent project reporting and stakeholder engagement
- Enhanced cross-functional collaboration and ownership
- Stronger project culture and delivery discipline

Instructional Methodology

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

- Strategy Briefings - Global frameworks, project phases, and planning models
- Case Studies - Success and failure lessons from diverse industries
- Workshops - Planning simulations, Gantt building, and risk scenario mapping
- Peer Exchange - Group problem-solving and reflection on project experience
- Tools - Project charter templates, WBS samples, RAID logs, and stakeholder maps

MAWA EVENTS

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Course Outline

DETAILED 5-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Initiating the Project Successfully

- Module 1: Fundamentals of Project Management (07:30 – 09:30) • What makes a project successful or fail? • The project lifecycle: Initiation to closure • Project roles and stakeholder alignment
- Module 2: Defining Scope and Objectives (09:45 – 11:15) • Writing a project charter • Developing a scope statement and success criteria • Stakeholder identification and analysis
- Module 3: Work Breakdown Structure (11:30 – 01:00) • Breaking down deliverables and tasks • WBS formats and templates • Estimating effort and resource needs
- Module 4: Workshop – Project Initiation Plan (02:00 – 03:30) • Participants define a real or simulated project using a structured template

Day 2: Planning for Time, Cost, and Quality

- Module 1: Scheduling Techniques (07:30 – 09:30) • Network diagrams, critical path method (CPM), and float • Building a realistic project schedule • Gantt chart tools and sequencing
- Module 2: Cost Estimation and Budgeting (09:45 – 11:15) • Bottom-up, top-down, and parametric estimating • Budgeting and cost baselines • Variance tracking and cost control
- Module 3: Quality Planning and Control (11:30 – 01:00) • Defining quality requirements and standards • Tools for quality assurance and inspections • Lessons from poor quality planning
- Module 4: Workshop – Project Planning Simulation (02:00 – 03:30) • Teams create a plan for schedule, budget, and quality control

Day 3: Risk, Procurement, and Change Management

- Module 1: Risk Identification and Analysis (07:30 – 09:30) • Building a risk register • Qualitative vs. quantitative risk analysis • Risk responses and contingency planning
- Module 2: Managing Project Procurement (09:45 – 11:15) • Procurement strategies and contract types • Bid evaluation and vendor management • Managing scope and delivery from suppliers
- Module 3: Managing Change and Scope Creep (11:30 – 01:00) • Change control processes • Impact analysis and communication • Avoiding scope creep and gold-plating
- Module 4: Workshop – Risk and Change Plan (02:00 – 03:30) • Participants build a risk-response matrix and change log

Day 4: Executing and Monitoring Projects

- Module 1: Team Management and Leadership (07:30 – 09:30) • Leading without authority • Delegation, motivation, and conflict resolution • Team communication norms and charters
- Module 2: Monitoring and Controlling Performance (09:45 – 11:15) • Earned Value Management (EVM) basics • KPIs and variance reporting • Dashboards and progress tracking
- Module 3: Communication and Reporting (11:30 – 01:00) • Stakeholder communication planning • Status updates, meetings, and escalation paths • Tailoring the message for different audiences
- Module 4: Workshop – Performance Dashboard & Update Simulation (02:00 – 03:30) • Participants prepare and deliver a mock project update

Day 5: Project Closure and Improvement

- Module 1: Closing Projects Effectively (07:30 – 09:30) • Final deliverables and acceptance • Lessons learned and post-mortem reviews • Closing procurements and releasing resources
- Module 2: Knowledge Capture and Transfer (09:45 – 11:15) • Creating project archives • Transferring lessons to future projects • Avoiding repeat mistakes
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- Module 3: Capstone Review and Final Planning (11:30 – 01:00) • Personalizing tools for your workplace • Managing multiple projects or workstreams
- Module 4: Final Workshop – 90-Day Project Management Action Plan (02:00 – 03:30) • Participants present tailored plans for applying project skills • Peer feedback and course wrap-up

Certification

Participants will receive a Certificate of Completion in Essentials of Project Management Skills, validating their ability to plan, lead, execute, and close projects using globally recognized tools and best practices.

Why Choose MAWA Events

- Global Expertise:** More than 17 years of experience in professional training and consulting.
- Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: +601116373203	EMAIL: info@mawaevents.net
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