

## PROJECT MANAGEMENT FOR NON-MANAGERIAL PROFESSIONALS

*“Practical Tools and Techniques to Deliver Projects Successfully Without Formal Authority”*

### Schedule

Date	Venue	Fees (Face-to-Face)
08 - 10 Jul 2026	Dubai, UAE	USD 2,495 per delegate
22 - 24 Sep 2026	Manama, Bahrain	USD 2,495 per delegate

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

### Introduction

Today's professionals are increasingly expected to lead and participate in projects—whether or not they hold formal management roles. This course is designed to bridge that gap by empowering non-managerial staff with the knowledge, tools, and confidence to contribute effectively to projects across functions.

Covering core project management principles such as planning, scheduling, risk control, and stakeholder engagement, this course offers a highly practical, step-by-step approach. Participants will learn through real-world scenarios and hands-on exercises that demonstrate how to drive results while collaborating across teams.

### Objectives

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

- Understand key project management processes and terminology
- Define project scope, objectives, deliverables, and timelines
- Contribute to planning, budgeting, and scheduling project tasks
- Monitor progress and manage project risks effectively
- Communicate confidently with stakeholders and project teams

## Why Attend

- Gain project management skills without needing a formal PM title
- Learn how to manage tasks, time, and team input effectively
- Apply proven tools and templates used by project managers worldwide
- Understand how your role contributes to overall project success
- Build confidence to take ownership of workstreams and deliverables

## Target Audience

This program is designed for:

- Engineers, analysts, coordinators, and other professionals working on projects
- Staff expected to manage or support small to medium-sized projects
- Functional experts involved in cross-functional initiatives
- New project team members or those transitioning into project environments

## Individual Benefits

Key competencies that will be developed include:

- Basic project planning and scheduling
- Task prioritization and time management
- Team communication and problem-solving
- Use of simple tools like Gantt charts, risk registers, and project briefs
- Understanding of the project lifecycle from initiation to closeout

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased team contribution to projects across departments
- Improved cross-functional collaboration
- Consistent use of basic project documentation and reporting
- Greater project accountability and on-time delivery
- Enhanced staff engagement in organizational initiatives

## Instructional Methodology

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

- Strategy Briefings - Core concepts of project management and the project lifecycle
- Case Studies - Practical scenarios and real-world project examples
- Workshops - Hands-on exercises in scheduling, risk planning, and task breakdown
- Peer Exchange - Team collaboration and stakeholder role-play
- Tools - Templates for work breakdown structures (WBS), project charters, and action logs

## Course Outline

### DETAILED 3-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: Project Management Essentials

- Module 1: Introduction to Project Management (07:30 – 09:30) • What defines a project • Project lifecycle: Initiation to closeout • Roles of a non-managerial professional in a project
- Module 2: Scope, Objectives, and Deliverables (09:45 – 11:15) • Writing SMART project objectives • Defining scope clearly • Avoiding scope creep
- Module 3: Project Planning Basics (11:30 – 01:00) • Creating a simple work breakdown structure (WBS) • Sequencing activities and estimating durations • Introduction to Gantt charts
- Module 4: Workshop – Planning a Team Project (02:00 – 03:30) • Group planning of a simulated project scenario

#### Day 2: Managing Time, Cost, and Risk

- Module 1: Scheduling Tools and Techniques (07:30 – 09:30) • Creating a basic project schedule • Task dependencies and critical path basics • Time buffers and milestones
- Module 2: Budgeting Fundamentals (09:45 – 11:15) • Estimating costs • Managing project budgets (even when you don't control them) • Cost control checkpoints
- Module 3: Identifying and Managing Risks (11:30 – 01:00) • Common risks in small to medium projects • Creating a risk register • Mitigation and contingency planning
- Module 4: Workshop – Risk & Schedule Planning (02:00 – 03:30) • Practical application of risk and time management techniques

#### Day 3: Communication, Execution, and Wrap-Up

- Module 1: Effective Stakeholder Communication (07:30 – 09:30) • Identifying stakeholders and communication needs • Creating a communication plan • Managing expectations and reporting progress
- Module 2: Monitoring Progress and Handling Issues (09:45 – 11:15) • Status updates and basic project reporting • Managing delays and issues tactfully • Taking corrective action
- Module 3: Final Project Review and Team Presentation (11:30 – 01:00) • Group project presentations • Review of key tools and lessons learned
- Module 4: Personal Action Planning (02:00 – 03:30) • Applying skills to real projects • Final Q&A and wrap-up discussions

## Certification

Participants will receive a Certificate of Completion in Project Management for Non-Managerial Professionals, recognizing their ability to apply project management principles effectively in support roles and team environments.

## 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.

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