MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

PROJECT MANAGEMENT FOR NON-MANAGERIAL PROFESSIONALS

""Building Project Skills and Confidence for Technical and Administrative Staff""

Schedule

Date	Venue	Fees (Face-to-Face)
20 - 24 Apr 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

In modern organizations, project-based work is no longer limited to formal project managers. Technical specialists, coordinators, analysts, and administrative staff are increasingly required to support or lead small projects, contribute to cross-functional teams, and manage tasks with time, scope, and resource constraints.

This practical 5-day training equips non-managerial professionals with the fundamental skills, tools, and mindset required to contribute effectively to projects. No prior project management experience is needed. The course introduces essential concepts from the PMBOK® Guide and Agile frameworks in a highly accessible, interactive format.

Objectives

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

- Understand project management terminology and life cycle phases
- Plan and organize tasks using basic scheduling and tracking tools
- Identify project goals, constraints, and roles within a project team
- Communicate effectively with stakeholders and report on progress
- Support successful delivery of project outcomes

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Why Attend

- Gain project confidence without needing formal management authority
- Learn hands-on tools for time, task, and team coordination
- Collaborate more effectively within project teams
- Understand your role in project success and how to avoid common pitfalls
- Build transferable skills for broader career development

Target Audience

This program is designed for:

- Administrative, operational, and technical support staff
- Engineers, analysts, coordinators, and assistants
- Staff working on ad hoc, short-term, or support-level project tasks
- Professionals transitioning into project-based roles
- Anyone looking to strengthen foundational project skills

Individual Benefits

Key competencies that will be developed include:

- Planning and organizing work using project frameworks
- Basic use of Gantt charts, checklists, and task trackers
- Clear communication, reporting, and stakeholder engagement
- Confidence participating in and contributing to team projects
- Understanding of project purpose, risks, and expectations

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Greater staff contribution to project objectives and deliverables
- Improved cross-functional communication and accountability
- More consistent execution of project tasks and reporting
- Better utilization of non-managerial personnel in project work
- Enhanced support for organizational project success

Instructional Methodology

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

- Strategy Briefings – Key project principles, roles, and phases explained
- Case Studies – Real-world examples of team contributions to project success
- Workshops – Hands-on task planning, scheduling, and communication exercises
- Peer Exchange – Teamwork, role-plays, and project simulations
- Tools – Simple templates for timelines, task lists, project charters, and status updates

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Course Outline

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

Day 1: Introduction to Project Management

- Module 1: What is a Project? (07:30 – 09:30) • Characteristics of a project vs operations • Real-world project examples and terminology
- Module 2: The Project Life Cycle (09:45 – 11:15) • Phases: Initiation, Planning, Execution, Monitoring, Closure • Project roles and responsibilities
- Module 3: Workshop – Project Scenario Mapping (11:30 – 01:00) • Identify phases and tasks in a team-based case

Day 2: Planning and Organizing Work

- Module 4: Setting Project Goals and Deliverables (07:30 – 09:30) • SMART goals, success criteria, and assumptions
- Module 5: Work Breakdown Structure (WBS) and Task Planning (09:45 – 11:15) • Breaking work into manageable parts
- Module 6: Workshop – Creating a WBS and Task List (11:30 – 01:00) • Plan a basic project structure

Day 3: Time, Cost, and Resources

- Module 7: Scheduling Basics and Gantt Charts (07:30 – 09:30) • Timelines, dependencies, and milestones
- Module 8: Estimating Time and Cost (09:45 – 11:15) • Effort, duration, and cost concepts
- Module 9: Workshop – Build a Basic Gantt Chart (11:30 – 01:00) • Use a template to schedule project activities

Day 4: Team Communication and Progress Tracking

- Module 10: Communicating in a Project Environment (07:30 – 09:30) • Reporting, meetings, and feedback loops
- Module 11: Status Updates and Risk Awareness (09:45 – 11:15) • Monitoring tools, task tracking, and simple risk response
- Module 12: Workshop – Simulate a Weekly Project Check-in (11:30 – 01:00) • Present status, raise issues, and adjust plans

Day 5: Project Closure and Review

- Module 13: Finishing the Project (07:30 – 09:30) • Lessons learned, documentation, and celebration
- Module 14: Putting it All Together (09:45 – 11:15) • Recap of project flow and tools learned
- Module 15: Final Workshop – Plan and Present a Mini Project (11:30 – 01:00) • Team project presentation using full course toolkit

Certification

Participants will receive a Certificate of Completion in Project Management for Non-Managerial Professionals, affirming their ability to support project work effectively using professional tools and techniques in both English and Arabic.

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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