

PROJECT MANAGEMENT: HOW TO BE A SUCCESSFUL PROJECT MANAGER

“Equip Yourself with the Practical Skills and Leadership Mindset to Lead Projects with Clarity, Confidence, and Success.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This hands-on course is designed to transform aspiring or current project managers into effective project leaders. It focuses on essential management skills, tools, and behavioral competencies that directly impact project success. Unlike certification-focused programs, this course emphasizes real-world project leadership, stakeholder communication, team motivation, and practical decision-making—core elements for successfully managing people, timelines, and deliverables.

Objectives

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

- Understand the full lifecycle of a project and the manager's role at each stage
- Apply practical tools for planning, monitoring, and closing projects
- Communicate effectively with stakeholders and team members
- Manage risks, conflicts, and changing priorities
- Build high-performance project teams and foster accountability
- Reflect on leadership behaviors that influence project outcomes

Why Attend

This course provides practical insight into the realities of managing projects beyond theory or certification. Whether you're a new project manager or taking on more responsibility, this training will strengthen your ability to lead, adapt, and deliver under pressure.

Target Audience

- First-time or newly appointed Project Managers
- Team Leads and Technical Staff managing projects
- Functional Managers given project responsibilities
- Business Analysts and Coordinators seeking leadership roles
- Professionals transitioning into project-based work

Individual Benefits

- Gain confidence in managing projects and leading teams
- Develop practical planning, scheduling, and monitoring skills
- Learn to solve problems and make decisions under pressure
- Improve communication and stakeholder engagement
- Avoid common mistakes made by new project managers

Organizational Benefits

- Improve project delivery and resource efficiency
- Build a stronger project management culture
- Reduce project delays, cost overruns, and scope creep
- Empower teams with accountable leadership
- Strengthen alignment between project goals and business objectives

Instructional Methodology

- Real-life case studies and leadership scenarios
- Group activities and team-based simulations
- Project planning and stakeholder analysis workshops
- Role-playing for conflict resolution and negotiation
- Checklists, templates, and toolkits for daily use

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: What Makes Projects Succeed or Fail? (07:30 – 09:30)
- Module 2: Project Life Cycle and Key Terminology (09:45 – 11:15)
- Module 3: Role of the Project Manager vs. Functional Manager (11:30 – 01:00)
- Module 4: Identifying Stakeholders and Managing Expectations (02:00 – 03:30)

Day 2: Planning Like a Pro

- Module 1: Creating SMART Objectives and Scope Definition (07:30 – 09:30)
- Module 2: Work Breakdown Structure (WBS) and Scheduling Techniques (09:45 – 11:15)
- Module 3: Risk Management Essentials: Identification & Mitigation (11:30 – 01:00)
- Module 4: Team Assignments and Resource Planning (02:00 – 03:30)

Day 3: Leading People & Communication Mastery

- Module 1: Leadership Styles in Project Management (07:30 – 09:30)
- Module 2: Influencing Without Authority (09:45 – 11:15)
- Module 3: Effective Communication Strategies (11:30 – 01:00)
- Module 4: Team Motivation and Conflict Resolution (02:00 – 03:30)

Day 4: Monitoring, Controlling & Adapting

- Module 1: Project Tracking and Performance Indicators (07:30 – 09:30)
- Module 2: Scope Creep, Change Control & Versioning (09:45 – 11:15)
- Module 3: Budget and Time Management Tools (11:30 – 01:00)
- Module 4: Handling Crisis and Course Correction (02:00 – 03:30)

Day 5: Closing Projects & Moving Forward

- Module 1: Project Closure: Lessons Learned and Documentation (07:30 – 09:30)
- Module 2: Celebrating Success and Evaluating Performance (09:45 – 11:15)
- Module 3: Reflection: Building a Personal PM Action Plan (11:30 – 01:00)
- Module 4: Final Simulation, Feedback & Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion: Successful Project Manager, affirming their understanding of project management principles, leadership behaviors, and operational tools essential for managing real-world projects.

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?

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