

PROJECT MANAGEMENT ESSENTIALS FOR NON-PROJECT MANAGERS

“Deliver projects successfully without being a project manager.”

Schedule

Date	Venue	Fees (Face-to-Face)
09 – 13 Feb 2026	Dubai, UAE	USD 3495 per delegate

Introduction

Many professionals are required to manage projects, initiatives, or cross-functional tasks without formal project management training. A lack of structured project management knowledge often leads to missed deadlines, cost overruns, scope creep, and poor communication among stakeholders.

This intensive 5-day training equips non-project managers with essential project management concepts, tools, and techniques needed to plan, execute, monitor, and close projects effectively. The course focuses on practical application, enabling participants to confidently manage projects, contribute to project teams, and communicate effectively with project stakeholders.

Objectives

- By the end of this course, participants will be able to:
- Understand the fundamentals of project management and project lifecycles
 - Define project objectives, scope, and deliverables clearly
 - Develop simple yet effective project plans and schedules
 - Manage project risks, issues, and changes
 - Control project costs, quality, and timelines
 - Communicate effectively with stakeholders and project teams
 - Apply project management tools to real workplace projects

Why Attend

- Gain practical project management skills without complex theory
- Improve your ability to manage work as projects
- Enhance collaboration with project managers and teams
- Reduce project delays, rework, and misunderstandings
- Increase confidence in leading initiatives and assignments
- Apply tools immediately in your day-to-day role

Target Audience

This program is designed for:

- Functional managers and team leaders
- Engineers, analysts, and technical professionals
- Supervisors and department heads
- Business professionals managing projects informally
- Professionals transitioning into project-based roles
- Anyone involved in projects without formal PM training

Individual Benefits

Key competencies that will be developed include:

- Clear understanding of project management principles
- Ability to plan and organize work effectively
- Improved time management and prioritization skills
- Enhanced communication and stakeholder management
- Stronger problem-solving and decision-making abilities

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project delivery performance
- Better coordination across departments and teams
- Reduced project risks and inefficiencies
- More predictable timelines and outcomes
- Increased accountability and ownership of work

Instructional Methodology

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

- **Strategy Briefings** – Core project management concepts and best practices
- **Case Studies** – Real-world project scenarios and lessons learned
- **Workshops** – Hands-on project planning and execution exercises
- **Peer Exchange** – Group discussions on workplace project challenges
- **Tools** – Practical templates for planning, tracking, and reporting

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: Project Management Fundamentals

- What is a project and why projects fail
- Project lifecycle and key roles
- Project objectives, scope, and success criteria
- Case study: Understanding project challenges

Day 2: Project Planning Essentials

- Work breakdown structure (WBS)
- Scheduling basics and milestone planning
- Resource planning and responsibilities
- Workshop: Building a simple project plan

Day 3: Managing Time, Cost, and Quality

- Estimating time and effort
- Cost control and budget awareness
- Quality planning and assurance
- Workshop: Monitoring project performance

Day 4: Risk, Communication, and Stakeholder Management

- Identifying and managing project risks
- Stakeholder analysis and engagement
- Effective project communication techniques
- Case study: Managing project changes and issues

Day 5: Execution, Monitoring, and Project Closure

- Tracking progress and performance
- Managing changes and scope control
- Project reporting and dashboards
- Lessons learned and project closure
- Action planning for workplace application

Certification

Participants who successfully complete this program will receive a **Certificate of Completion in Project Management Essentials for Non-Project Managers**, confirming their ability to plan, manage, and support projects effectively within their organizational roles.

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