



Efficient Manufacturing Project Management Training

This is a practical training which provides delegates knowledge equivalent to an combined accreditation at Project Management Professional (PMP) and soft skills in time and communications management. The course equips delegates with a detailed knowledge of the method, working through each stage of project lifecycle to achieve business strategies. Regardless of whether you bring your most challenging situations to this workshop or work through the compelling real-life class examples, you will enhance your personal and professional life with practical new skills.

Course Characteristics

- ✓ **First Manufacturing PMP in HK**
- ✓ **PMP Exam Preparation Course**

Introduction

- Project Life Cycle (PLC)
- Scope, time and cost constraints vs. Project nature
- Factors affecting a successful project implementation
- Assets can be leverage and reused
- Critical success factors

Course Outline

Efficient Manufacturing Project Management (36 hours)

1. Scope management

- Approaches of project implementation
- Stakeholder assessment - who wants what?
- WBS and its role in project planning

2. Schedule Management

- Dependencies
- Estimation
- Critical Paths Identification
- Do's and don'ts for parallel tasking
- Time-Cost tradeoffs

3. Managing expectations

- Roles and responsibilities with various parties
- Change Control
- Prioritization techniques

4. Team building and development

- Motivation
- Ground rules
- Rewards and recognition systems

5. Risk Management

- Identification or risks
- Risk prioritization using Risk Matrix
- Risk exposure vs. stakeholders tolerance

6. Procurement Management

- Contract Type
- Procurement Cycle
- Vendor selection

Time Management Workshop (3 hours)

- How good are you at time management?
- Controlling your time and prioritizing your tasks
- Understanding yourself and stop procrastination
- Goals setting and plan for success

Communication Management Workshop (3 hours)

- Understanding self and others to communicate effectively
- Getting a good impression and influencing others
- Meeting management: how to facilitate effective meeting
- Conflicts resolution
- Negotiation: WIN-LOSE Vs WIN-WIN

Who should attend

Department Heads, Project managers, Quality Managers, senior project managers, and executives who are overseeing project quality initiatives will find this training program to be exactly what they need to design, develop and implement the continuous improvement of project outcomes and the processes that support management initiatives

Information

Course Date: 21, 28 Feb; 7, 21, 28 Mar & 18, 25 April 09 (10am – 5pm) /
9,16,23,30 May & 6, 13, 20 June 09 (10am – 5pm)

Trainer:

The trainer is a professional in project management with many years of experience in supervising engineering projects in Hong Kong as well as Mainland China with scale ranging from USD 290,000 to USD 9,000,000. In addition, she has involved in managing multi-cultural project teams and has developed herself gradually in people management and development using soft-skills, including but not limited to NLP, Meta-States®, Hypnotherapy and Time Line Therapy®. She is currently the Vice President of the International Association of Project and Program Management (IAPPM), Greater China Chapter.

Medium: Cantonese supplemented with English material

Venue: SGS Hong Kong Ltd. – Shatin / Admiralty Training Centre (TBC)

Fee: **HK\$8,900 /\$8,100*/\$8,100** per participant**

** Discount is offered to SGS certified clients or for groups of 3 or more*

*** Early Bird Price is offered to all enrolment made one month prior to the course*

	With Bachelor's Degree	Without Bachelor's Degree
PM Experience	Min. 3 years	Min. 5 years
Leading & Directing Projects	At least 4500 hrs	At least 7500 hrs
For more details, please visit http://www.pmi.org		

PMP Eligibility /

Exam Requirements

Certification

Enrolment

A certificate of attendance (issued by SGS Hong Kong Ltd.) will be presented to all delegates

Please fill in the registration below form and send the completed form with a cross cheque payable to “**SGS Hong Kong Ltd.**” **2 weeks** before the course and mail to: **SGS Hong Kong Limited, 28/F, Metropole Square, 2 On Yiu Street, Siu Lek Yuen, Shatin, N.T (Attention to: Ms. Man, CDTS Division)**

For Enquiry and Reservation:

Tel: 3543 7900 (Ms. Man), E-mail: hk.cdts@sgs.com, Fax: to 3158 2622. Web site: hk.sgs.com/training

Efficient Manufacturing Project Management Training(MGT/7)

Company: _____

Contact Person: _____ Tel: _____ Fax: _____

Address: _____ E-mail: _____

How do you know about this course? Newspaper Web site Friends Others _____

Reply Slip

Participant	Position	HK\$
Mr./Ms./Mrs.		
Mr./Ms./Mrs.		
Mr./Ms./Mrs.		
		Total:

All cancellations of registration must be made to SGS CDTS in writing. If cancellation is received:
One month notice before the course starts, 10% of the training fee will be charged as administration fee
Within two weeks before the course starts, 100 % of the training fee will be charged as administration fee
If you do not want to receive any information from us, please fax to us at (852) 3158 2622