



# ADVANCED CERTIFICATE IN PROJECT MANAGEMENT (ACPM™)

The most fundamental course in Project Management

8 to 12 July 2012, Doha, Qatar

**By attending this highly interactive course, you will be equipped with the skills to:**

- Appreciate the importance and benefits of accurate project management
- Master the art of efficient project delivery
- Comply with major international project management standards
- Successfully determine the appropriate management solutions for your projects
- Develop a comprehensive tool-kit for successful project management that you can use immediately
- Use project management as a key business driver

## Who should attend?

This highly practical and interactive course has been specifically designed for:

- Project Managers
- Operations Managers
- Executive Directors
- General Managers
- Finance Managers
- Divisional Heads
- Head of Training
- Head of Human Resources
- Architects
- Area Managers
- Project Directors
- Project Engineers
- Drilling Engineers
- Production Engineers
- Planning Coordinators
- Project Leaders
- Team Leaders
- Supervisors
- Procurement Managers
- Risk Managers
- **PLUS anyone who is involved in project work and wishes to enhance their management skills**



Organized by  
**INNOVERTO**

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## Course overview

Subsequent to many industry discussions, this course was specifically authored to raise awareness amongst Project Managers about the 'bigger picture' of the Management world and in areas where perhaps they have not had any prior experience themselves, but need to know more. ACPM™ focuses extensively on inter-personal and soft skills. Projects most often fail not because a technical project plan is incorrect, but rather a breakdown in communications, team dynamics, project leadership issues and/or personal conflict issues. Senior Management spends time on a number of very important corporate issues; issues that lower level staff may often not be aware of. Project Managers need to 'bridge the gap' between Senior Management and lower level staff. You must have the confidence that you understand the 'language' that both levels in the hierarchy are talking, and to have confidence that you have the 'big picture' view on organisation as well as the detailed picture of your project and its contribution. ACPM™ deals with many of these issues and provides a framework to increase personal abilities and management skills in an organisational and project environment.

### Benefits, knowledge and skills gained by attending the ACPM™ course

- Gain an accredited Certificate approved by a UK regulated body - Advanced Certificate in Project Management (ACPM™)
- Use ACPM™ on your business card and on your resume
- The ACPM™ shows that you have completed a recognised accredited project management qualification and that you have the skills and experience to manage projects effectively

The ACPM™ certificate will be received approximately one month following the close of the training course and will be issued jointly by Qualifi and BMTG.

## The BMTG training style

- BMTG employ best practice interactive training techniques.
- All of our Trainers are highly experienced practitioners who have operated successfully in the field and are with BMTG by reputation and invitation only. We have no 'beginners'. Our Trainers have themselves been trained in BMTG techniques and our style is common throughout our entire portfolio of courses.
- The BMTG technique involves classroom lecturing, highly intensive case study / role playing sessions, classroom interaction and feedback, one to one coaching from the Trainer, and a final examination.
- BMTG have found this to be one of the most effective training methodologies to date and many large multinationals and training companies have also taken up this approach.

## BMTG Accreditation & Certification

- All Business Management Training Group (BMTG) Ltd training courses are accredited and approved by Qualifi, under the UK Regulatory Framework.
- The BMTG, portfolio of Learning Programmes, has been fully accredited by Qualifi, an official UK Government recognised awarding body. In addition, Qualifi has approved BMTG as an Accredited Centre which reinforces our commitment to assuring the highest recognised Quality Standards in delivering and assessing Programmes internationally.
- BMTG will continue to explore and evolve our accreditation framework to meet the demands of our Partners and delegates.

Visit [www.bmtg.org](http://www.bmtg.org) to learn more about BMTG.



Qualifi is a UK regulated awarding body offering academic and vocational qualifications and assessment to schools, colleges, employers and other places of learning in the UK and internationally.

Please visit [www.qualifi.net](http://www.qualifi.net) for more information.

## Meet your expert course trainer:



**Steve Wylie** is based in Asia and has over 25 years experience in Programme and Project Management, Business Analysis, Strategic Planning, E-Commerce Strategy and Applications, IT, Bancassurance, BPR and CRM and is an internationally

experienced public speaker and presenter. He has worked in senior management positions with a number of companies, and as a former 'Big 4' Management Consultant, has advised many of the biggest international organizations at Executive level. Steve is a Director of several companies in Asia and was formerly Chairman and Member of the Advisory Board to an international training organization. In addition to his consulting roles, Steve specializes in Project Management training and Insurance training and is the author and co-author of many of the BMTG Ltd certification programs. Steve is responsible for the management and overseeing the delivery of all BMTG Project Management training. Steve is a founding Director of the Business Management Training Group Limited and sits on the Business Management Training Council.

### ***Innovento Tailored Training***

**Your needs - Your schedule - Your location.**

**Innovento comes to you...** Customized courses at your location, are the most cost effective and efficient way to train your teams!

For an appointment to discuss your requirements, please email us at [training@Innovento.com](mailto:training@Innovento.com)



# ADVANCED CERTIFICATE IN PROJECT MANAGEMENT (ACPM™)

## The most fundamental course in Project Management

Course timings: Registration will be at 08:00 on day one with the course commencing promptly at 08:30 each day and concluding at 16:30. There will be two short breaks and an hour for lunch each day.

### Section 1 - Introductions

- Introductions
- Expectations
- Ground rules
- Management Styles

### Section 2 - Project management basics

- Why do projects go wrong
- Overview of key project management skills
- Scope management
- Project goals and objectives
- Project life cycles

**Learning:** You will understand the crucial need for fully defined Scope and Requirements before commencing a project. You will also critically examine the fundamentals of Project Management and challenge your views on the things you automatically assume to be correct and relevant.

### Section 3 - Planning, estimating and controlling a project

- Principles of planning
- Estimating and scheduling
- Planning, scheduling and control tools
- Breakdown structures
- Monitoring and controlling progress

**Learning:** You will recognise the importance of 11 different types of plans and their interactions. You will examine tried and tested techniques with a 21<sup>st</sup> Century critical challenge and you will recognise the benefits of not being constrained by a particular toolset or technique.

### Section 4 - Critical Success Factors for project managers

- Critical Success Factors for project managers
- Leadership versus management
- Common corporate organisation structures
- Understanding HR strategy
- Recruit and select your project team
- Gaining trust or improved effectiveness
- Influencing your team and getting commitment

**Learning:** You will demonstrate that you can build effective and efficient teams using scientific techniques and that you understand how and why to recruit specific team members. Additionally you will be able to predict team structure issues and take preventative action before it impacts your project.

### Section 5 - Essential management skills

- Stakeholder management
- Risk management
- Communication
- Negotiation
- Managing quality
- Project finance and cost control
- Service Level Agreements
- Contracts, disputes and arbitration

**Learning:** You will understand and demonstrate all the major and critical skills and techniques to enable you to be a successful Project Manager. The topics in this module are all intensive and a challenging learning experience. Additionally, you will understand advanced techniques in creating and maintaining SLA's and Contracts which relate to your project.

### Section 6 - Project administration and conclusion

- Reporting
- Closing out projects
- Post implementation reviews
- Dumb things project managers say

**Learning:** You will demonstrate that closing down a project and reviewing the outcomes with a view to re-using the knowledge again are vital but often overlooked disciplines, which are as important as all other phases in a project lifecycle.

## Personality Profiling For Project Managers

### 10 Case Studies

### Personality Profiling Examination

### ACPM™ Course Examination\*

\*Only those who successfully complete the examination and participate effectively in the course case studies will receive the Advanced Certificate in Project Management (ACPM™)



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8 to 12 July 2012, Doha, Qatar

## Priority booking form

- Discounts cannot be combined.
- Payment prior to course is mandatory for attendance.
- Discounts are not valid if payment is received after closing date.

<b>Date</b> 8 to 12 July 2012	<b>Location</b> Doha, Qatar	<b>Book and pay before</b> <b>31 May 2012</b> US\$ 3,000 (SAVE US\$ 500)	<b>Regular Price</b> US\$ 3,500	<b>Booking code</b> Invrt25
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## Delegate details

Mr. ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Other ☐

Title	First Name	Surname
Email	Telephone	
Job Title	Department	
Organisation	Nature of business	
Address		
Postcode		
Telephone	Fax	
Name of Department head		
Name of Training Manager		
Name of person completing form if different from delegate		
Signature		Date

I agree to Innovento's payment terms

If you have not received an acknowledgement before the course, please call us to confirm your booking. Payment must be received by Early bird deadline to qualify for the discount.

We accept payment by the following methods:

PayPal Online Purchase: Please visit [www.innovento.com/acpm/](http://www.innovento.com/acpm/) for more information.

☐ Cheque / Bank Draft: Made payable to Innovento FZ LLC

☐ By Direct Transfer: Please quote the booking code with the remittance advice

### Bank Details:

HSBC Middle East, Account No: 036 297 224 001, Account Name: Innovento FZ LLC

P.O.Box 66, Jebel Ali, Dubai - UAE

Swift Code: BBME AEAD

IBAN: AE880200000036297224001

All Bank charges to be borne by the payer. Please ensure that Innovento receives the full invoiced amount. Please tick the appropriate box if you would like to pay by one of these methods and our customer services team will contact you directly to finalise the payment.

## Ways to register

**On Line:** [www.innovento.com](http://www.innovento.com)

**Fax:** +971 4 361 4619

**Email:** [enquiry@Innovento.com](mailto:enquiry@Innovento.com)

**Phone:** +971 4 361 4619

**Post:** Innovento Dubai FZ LLC,  
PO Box 487177, Dubai, UAE

## Team discounts

Team discounts are available on request. Call +971 4 361 4619 for more information.

## Standard terms and conditions

### PAYMENTS AND DISCOUNTS

- Payment is due in full at the time of registration. Your registration will be confirmed only when payment is received. Registration includes lunches, refreshments and course materials.
- In order to receive any 'early bird' discounts, payment must be received before the cut-off date. Discount offers cannot be combined with any other offer.
- You may substitute your place at any time with a colleague with the same or similar job function. Please notify us as soon as you can so we can make necessary arrangements.

### CANCELLATION POLICY

- For any cancellation received in writing 8 days prior to the training, you will receive a credit note to be used at another Innovento training which must be used within one year from the date of cancellation. No refund will be given. No credit will be issued for any cancellation received less than 7 days prior to the training.
- In the event the training is being cancelled or postponed, you will receive a credit note of the same amount paid for any other training or service of Innovento that must be used within one year from the date of cancellation.
- Innovento is not responsible for any loss or damage or liable in the case the training is cancelled or postponed due to a fortuitous or unforeseen event such as natural disasters or act of God or any other event that prohibits the training from running. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergency.
- Innovento reserves the right to change the speaker/trainer or parts of the content in case circumstances beyond the control of Innovento necessitate these alterations, such as changes from the speaker/trainer. Any substitutions or changes will be communicated and are always kept to a minimum.

