

## COURSE OVERVIEW PM0483 Project & Contracts Management Skills

### Course Title

Project & Contracts Management Skills

### Course Date/Venue

August 04-08, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

### Course Reference

PM0483

### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



### Course Description



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the project management simulators.***



This course is designed to provide participants with a detailed and up-to-date overview of Project and Contracts Management Skills. It covers the project management and the environment in which projects operate; the role of the project manager; the project integration management, project scope management, project schedule management, project cost management and project quality management; the project resource management, project communications management and project risk management; and the project procurement management, project stakeholder management and the standard for project management.



During this interactive course, participants will learn to initiate process group, plan process group and execute process group; monitor and control process group; close process group and contract management; differentiate contractors versus project managers; apply contract management and methods, procurement and administration; illustrate contract planning and strategies; develop and maintain qualified bidder's list; identify variations, damages and risk including procurement, and dispute resolution; and communicate with vendors in a professional manner.

## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on project and contracts management skills
- Discuss project management and the environment in which projects operate
- Identify the role of the project manager and carryout project integration management, project scope management, project schedule management, project cost management and project quality management
- Employ project resource management, project communications management, project risk management, project procurement management and project stakeholder management
- Explain the standard for project management including the initiating process group, planning process group and executing process group
- Illustrate monitoring and controlling process group, closing process group and contract management
- Differentiate contractors versus project managers as well as apply contract management and methods, procurement and administration
- Illustrate contract planning and strategies and develop and maintain qualified bidder's list
- Identify variations, damages and risk including procurement and dispute resolution
- Communicate with vendors in a professional manner

## Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

## Who Should Attend

This course provides a basic overview of all significant aspects and considerations of project and contracts management skills for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

## Course Fee

**US\$ 7,000** per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Chris Le Roux**, PhD, MSc, BSc, PMI-PMP is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCEP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1: Sunday, 04<sup>th</sup> of August 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b>Introduction to Project Management</b>
0900 – 0930	<b>The Environment in Which Projects Operate</b>
0930 – 0945	Break
0945 – 1030	<b>The Role of the Project Manager</b>
1030 – 1130	<b>Project Integration Management</b>
1130 – 1245	Break
1245 – 1320	<b>Project Scope Management</b>
1320 – 1420	<b>Project Schedule Management</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

#### **Day 2: Monday, 05<sup>th</sup> of August 2024**

0730 – 0830	<b>Project Cost Management</b>
0830 – 0930	<b>Project Quality Management</b>
0930 – 0945	Break
0945 – 1100	<b>Project Resource Management</b>
1100 – 1230	<b>Project Communications Management</b>
1230 – 1245	Break
1245 – 1320	<b>Project Risk Management</b>
1320 – 1420	<b>Project Procurement Management</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

#### **Day 3: Tuesday, 06<sup>th</sup> of August 2024**

0730 – 0830	<b>Project Stakeholder Management</b>
0830 – 0930	<b>The Standard for Project Management</b>
0930 – 0945	Break

0945 – 1100	<i>Initiating Process Group</i>
1100 – 1230	<i>Planning Process Group</i>
1230 – 1245	<i>Break</i>
1245 – 1320	<i>Executing Process Group</i>
1320 – 1420	<i>Monitoring &amp; Controlling Process Group</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Three</i>

**Day 4: Wednesday, 07<sup>th</sup> of August 2024**

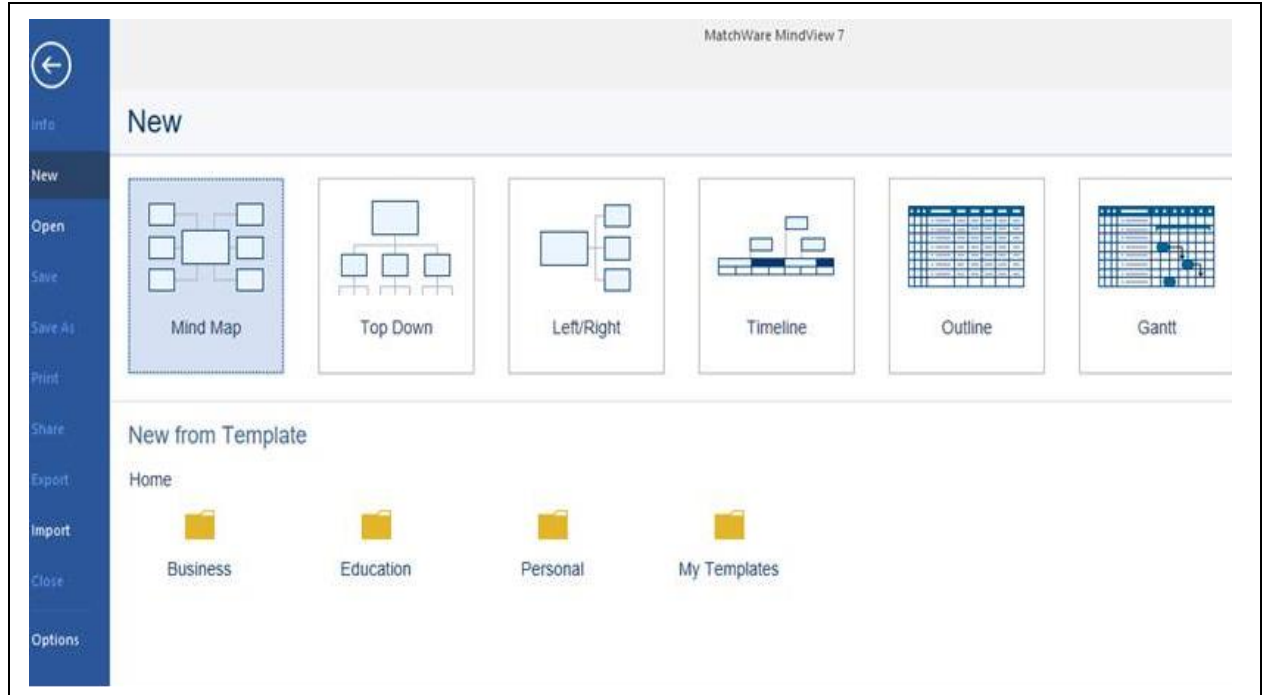
0730 – 0830	<i>Closing Process Group</i>
0830 – 0930	<i>Contract Management</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Contractors vs Project Managers</i>
1100 – 1230	<i>Contract Management &amp; Methods</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<i>Procurement &amp; Administration</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Four</i>

**Day 5 Thursday, 08<sup>th</sup> of August 2024**

0730 – 0830	<i>Contract Planning &amp; Strategies</i>
0830 – 0930	<i>Develop &amp; Maintain Qualified Bidder's List</i>
0930 – 0945	<i>Break</i>
0945 – 1130	<i>Variations, Damages &amp; Risk</i>
1130 – 1230	<i>Procurement &amp; Dispute Resolution</i>
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Communications with Vendors: Communication Skills in Project Management Video</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

### **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “ Mindview Software”.



### **Course Coordinator**

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