



Project Management for Non-Project Managers

November 14 - 15, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Shafinah Che Ariff has over 18 years of experience in Human Resource Management and Development field with nine years in Semiconductor and Aluminium industries, and nine years in Oil, Gas and Petrochemical industry. She holds a Bachelor of Business Administration in Human Resource Management and Diploma in Hotel and Catering Management from University of Technology Mara (formerly known as Institute Technology Mara). She also holds a Masters Degree in Business Administration from the University of Melbourne. Her unique education background combined with her diverse experiences allows her to have a holistic perspective on people development and leadership. She was an Eastern Hemisphere Learning Consultant with a leading Oilfield Service Provider Company before joining Technip Malaysia as Talent and Training Manager. Throughout her career, she has continuously refined her competencies in Human Resource Development and Management which include Training Needs Analysis (TNA), Talent Management, Coaching, Mentoring, Graduate's Development Programme, Leadership Development, Industrial Relations, and Performance Management. As an Eastern Hemisphere Learning Consultant, Shafinah spent most of her time abroad, facilitating Leadership and Management courses to employees located in the Middle East, Asia Pacific, Europe and Africa. She holds various certifications from International bodies, such as Certified Master Coach NLP, Certified Master Practitioner NLP, Certified Master Practitioner Language and Behaviour, Certified Master Practitioner TimeLine Therapy and Certified SHL Profiler.

WHO SHOULD ATTEND

Managers, Executives, Non-Project Managers working in a project environment and Professionals who work with Project Managers

IN-HOUSE TRAINING AVAILABLE

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

OBJECTIVES

- ◆ Describe fundamental project management processes and their primary deliverable(s)
- ◆ Define a stakeholder and communicate important stakeholder roles and responsibilities
- ◆ Describe the importance of both soft skills and technical skills for the Project Manager

CONTENTS

- ◆ Project Management Overview
- ◆ Project Life Cycle Models and Governance
- ◆ Project Roles and Responsibilities
- ◆ Project Technical Processes: Starting with the Competing Demands
 - Project Management Processes
 - Developing Project Requirements, Scope, Schedule and Budget
- ◆ Project Technical Processes: Balancing the Competing Demands to Closure
 - Understanding, Evaluating and Adjusting for Risk
 - Executing the Project
 - Monitoring and Controlling the Project
 - Closing the Project
- ◆ Project Interpersonal Processes
 - Communications Management
 - Project Team Development

ADMINISTRATIVE DETAILS

Dates : **November 14 - 15, 2018**
 Time : 9.00 am – 5.00 pm
 Venue : **Shah Alam Convention Centre**
 No. 4 Jalan Perbadanan 14/9
 40000 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,300 per participant

Non Members – RM1,600 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute
 Tel: 03-62867200 Fax: 03-62776712
 Email: training@fmm.org.my
 Visit us at: www.fmm.edu.my

REGISTRATION FORM

Project Management for Non-Project Managers

November 14 - 15, 2018 (Wednesday - Thursday)

Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____