

EFFECTIVE PROJECT MANAGEMENT SEMINAR

For Project Managers, Project Team Members & Leaders, Project Support and Administrative Staff/Personnel and other Stakeholders

“Intensive and Informative Training essential for Project Management Professionals”

DATES: 5th to 9th October, 2009

VENUE: SAROVA PANAFRIC HOTEL

**ORGANISED BY
ADAPTIVE MANAGEMENT CONSULTANTS
JUBILEE EXCHANGE BUILDING 4TH FLOOR
SUITE 415B, Mama Ngina Street
P.O. Box 63019-00200
Tel: +254 20 343252 Fax: +254 20 343251
Nairobi**

Effective Project Management Seminar

Learn The A to Z of Project Management

Project Management is fast emerging as one of the most powerful tools and techniques for delivering better organizational results. No wonder many leading organizations have embraced it by making it one of the key managerial competencies. Indeed Project Management is not only an indispensable tool but also the mantra in all matriced organizations. Literally every single manager at all levels within modern organizations is at a minimum expected to have a good working knowledge of Project Management.

Paradoxically, many managers with the exception of a few key technical staff in operations department are not proficient in Project Management yet it's one of the must have skills. True, today's managers must be well grounded in Project Management in order to function at the optimum level .Appointing a manager with little or no prior training in Project Management to design and eventually implement a new project can turn out to be a very expensive affair. It thus follows that the organization with less well trained managers in Project Management stand a high chance of missing key milestones every time they initiate this and that project. Infact a good number of major organizational initiatives rarely deliver the desired results because the majority of the managers assigned the project lack sufficient Project Management knowledge.

Fortunately lack of sound Project Management knowledge does not need to be a handicap to managers charged with the responsibility of executing assigned projects as the skill is learnable. Absolutely any manager can acquire this specialized skill within a short time and the least cost to the organization. Effective Project Management seminar is the ultimate solution to organizations that want to maximize every shilling invested in every project.

Effective Project Management Seminar by AMC

Effective Project Management seminar is a practical, focused, and comprehensive and results oriented training programme specifically designed by Adaptive Management Consultants with the sole goal of equipping managers at all levels with the requisite Project Management know-How. The seminar will certainly benefit both seasoned Project Managers and the novice. Seasoned managers can use this great opportunity to

renew and upgrade their knowledge about Project Management - Project Management is a dynamic field and has overtime undergone significant changes. Managers with no prior training in project Management can expect to go through the A to Z of Project Management and in the process gain this much needed Know-How in the shortest time possible.

The main benefits of the Training

Effective Project Management Training by AMC will:

- Unravel and lay bare the discipline of Project Management to the participants
- Present a compelling case for project management skills for all contemporary organizations
- Ensure that all projects are completed within the set time frame
- Expose the participants to new tools and techniques for fast tracking all projects
- Enhance the performance of Project Managers in all assignments
- Enable the managers to master the latest thinking and up to date information and techniques for effectively managing all kinds of projects
- Enable the participants to get the projects off the ground and complete them on a timely basis
- Motivate and re-energize the participants confidence in themselves and similarly enhance their professionalism in Project Management
- Learning how to apply the critical skills in managing a variety of projects

Who will benefit from this Training?

- Current project managers
- Project team members and leaders
- Project support and administrative staff/personnel
- Other project stakeholders

Key Training Objectives

- To equip the participants with the knowledge and skills needed to effectively and efficiently manage all sorts of projects.
- To learn new and better techniques for ensuring the chance of the success of medium to large projects.

- To provide the participants with the latest thinking and insights on fast tracking projects to successful completion to the satisfaction of all stakeholders.
- To provide the participants with informed and indispensable guidance covering everything from estimates, quality control, communication to time, risk and Human Resource Management.

Training duration: 5 days intensive training

When is the Training? 5th to 9th October, 2009

Venue: Sarova Panafric Hotel

Training Contents

Module I: The Fundamentals of Project Management

- The meaning and purpose of Project Management
- When to use Project Management
- The main principles of Project Management
- Lessons and best practices in Project Management
- The Future of Project Management

Module II: Project Management as a Process

- Why is Project Management a process?
- Understanding the role of the Project Manager
- The generic model of Project Management as a process
- Project Life Cycle and how to use it in managing projects

Module III: The paradigm shifts in management and Project Management

- The see sense of paradigm shifts and how it affects the way projects are managed at the organizational level
- The main challenges in Project Management and how to effectively tackle them

Module IV: Key techniques, models and tools for managing projects

- CPA
- Gantt Chart
- PERT
- Project Management software
- Earned Value

Module V: Microsoft Project [MS Project]

- The meaning and benefits of MS Project
- The main features of MS project
- Key challenges in using MS Project
- How to set up a project using MS Software
- How to use MS Project in the formulation, implementation and evaluation of various projects

Module VI: Risk Management in Projects

- An overview of Risk in Project Management
- The need for risk management
- The need for risk assessment
- Project risk Management Principles
- The 17 steps to follow in dealing with risks in projects

Module VII: The Project Management framework and how it works for best results

- The need for a framework in Project Management
- The various components of Project Management Framework

Module VIII: Project formulation, its challenges and the way forward

- The meaning and purpose of project formulation
- A typical flow chart of planning and control functions in project formulation
- Project planning model and activities
- Project schedules

Module IX: Project implementation, challenges and proven ways for fast tracking all projects

- Kick-off meeting: purpose, benefit and its agenda
- The main challenges in Project Implementation
- The role of communication in Project Management
- The role of various stakeholders in project implementation
- The role of leadership in Project Management
- Creating and successfully leading the project team

Module X: Project monitoring, evaluation and control

- The meaning of Monitoring, Evaluation and Control
- The need for Project Monitoring, Evaluation and Control
- The Control Cycle in Project Management
- The role of Auditing in monitoring and evaluation
- When to monitor and evaluate projects

Module XI: Project Termination/closure

- Obtaining approval of deliverables, Project acceptance and commissioning procedure
- Identifying lessons learned
- Transitioning the product to its (client's) support staff
- Preparation of final handover reports and Handing over of projects
- Celebrating the project success in a big way with all the stakeholders
- Post implementation support programme.

Module XII: Action plan for enhancing your Project Management Skills

- Upgrading conceptual skill: seeing the 'big picture'
- Upgrading analytical skills: seeing what will bring about the desired result
- Updating communication skills: communicating effectively vertically and horizontally
- Upgrading supervisory skills: management of the human resource
- Upgrading monitoring and control skills: monitoring and control tools

Training Methodology

- Face to face presentation
- Individual exercises
- Group exercise
- Video Shows
- Case studies

Training Charges: Kshs: 59,500/=+16%VAT

What AMC will provide to the participants

- Refreshments and Lunch
- Writing materials
- Branded files and Handouts
- Certificate of participation
- Executively framed Group photograph
- An exceptional send off

Training venue: The Sarova Panafric Hotel, Nairobi, Kenya

Please note that AMC is a DIT [Directorate of Industrial Training] accredited organization.

CV FOR TRAINER

Proposed Position: Assistant Consultant
Name of Firm: Adaptive Management Consultants
Name of Staff: Ayub Otieno Odida
Profession: Management Consultant
Date of Birth: 10th April, 1964
Years with the Firm: 5 years
Nationality: Kenyan
Membership in Professional Societies: Institute for Social Research and
Community Development

Detailed Tasks Assigned

- Provide technical support in conceptualization of the consultancy assignment
- Development of research instruments
- Training of the research assistants
- Conducting the pre-testing of the research instruments
- Supervising and participating in the data collection
- Conducting data analysis
- Preparation of the draft reports
- Presentation of the reports to the stakeholders
- Preparation of the customer service strategy
- Preparation and presentation of the final reports

Key Qualifications

1. **Name of Assignment/ project:** Conducting Customer and Employee Satisfaction Survey

Year: 2007

Location: Makueni District

Client: County Council of Makueni

Main project features: developing proposal for conducting Customer and employee satisfaction survey, Development of Customer Survey Instruments, Data collection, data analysis, preparation of draft reports, presentation of the draft reports to stakeholders, and development of Strategic plan, Customer Care Service Improvement Strategy, and development of Customer Service Charter

Position held: Assistant Team Leader

Activities performed: Design of data collection instruments, questionnaire administration, recruitment of research assistants, training of research assistants, supervision of research assistants, supervision of data analysis, preparation of the reports, presentation of the reports, and production of the final report

2. **Name of Assignment/ project:** Development of Customer Service Charter

Year: 2007

Location: Maragua District

Client: County Council of Maragua

Main project features: Developing proposal for conducting Customer Service Charter, development of Service Charter Survey Instruments, conducting data collection on customer satisfaction survey, data analysis, preparation of draft reports, presentation of the draft reports to stakeholders, development of Service Charter

Position held: Assistant Team Leader

Activities performed: Design of data collection instruments, questionnaire administration, recruitment of research assistants, training of research assistants, supervision of research assistants, supervision of data analysis, preparation of the reports, presentation of the reports, and production of the final report

3. **Name of Assignment/ project:** Development of Customer Service Charter

Year: 2007

Location: Kisii Central District

Client: Kisii Municipal Council

Main project features: Developing proposal for conducting Customer Service Charter, development of Service Charter Survey Instruments, conducting data collection on customer satisfaction survey, data analysis, preparation of draft reports, presentation of the draft reports to stakeholders, development of Customer Service Charter

Position held: Assistant Team Leader

Activities performed: Design of data collection instruments, questionnaire administration, recruitment of research assistants, training of research assistants,

Supervision of research assistants, supervision of data analysis, preparation of the reports, presentation of the reports, and production of the final report

4. **Name of Assignment/ project:** Training on Customer Care and Service

Year: 2005/2006

Location: Karatina and Kericho

Client: Kenya Tea Development Authority

Main project features: Developing proposal for conducting Customer Service, development of training materials, facilitating customer care training, evaluation of the training, writing of the training report.

Position held: Team Leader

Activities performed:

Developed proposal for conducting Customer Service, developed training materials, facilitated customer care training, conducted the evaluation of the training, produced the training report

5. **Name of Assignment/ project:** Training on Customer Care and Service

Year: 2003/2006

Location: Nairobi

Client: Alico (K) Insurance Company

Main project features: Developing proposal for conducting Customer Service, development of training materials, facilitating customer care training, evaluation of the training, writing of the training report.

Position held: Team Leader

Activities performed:

Developed proposal for conducting Customer Service, developed training materials, facilitated customer care training, conducted the evaluation of the training, produced the training report

6. **Name of Assignment/ project:** Training on Customer Care and Service

Year: 2005/2006

Location: Nairobi

Client: Family Finance Building Society (Now Family Bank)

Main project features: Developing proposal for conducting Customer Service, development of training materials, facilitating customer care training, evaluation of the training, writing of the training report.

Position held: Team Leader

Activities performed:

Developed proposal for conducting Customer Service, developed training materials, facilitated customer care training, conducted the evaluation of the training, produced the training report

7. **Name of Assignment/ project:** Training on Customer Care and Service

Year: 2006

Location: Nairobi

Client: Kenya Power and Lighting Company (KPLC)

Main project features: Developing proposal for conducting Customer Service, development of training materials, facilitating customer care training, evaluation of the training, writing of the training report.

Position held: Facilitator

Activities performed:

Developed proposal for conducting Customer Service, developed training materials, facilitated customer care training, conducted the evaluation of the training, produced the training report

Education

April 2004 Ph.D Studies in Business Administration (Strategic Management):
University of Nairobi, Faculty of Commerce (Ongoing)

Relevant Units Studied: Advances in Strategic Management, Strategic Management Seminar, and Research Methods, Statistical methods in Business Management, Microeconomic Analysis, and Independent Study paper (*Strategic Change and Sustainable Competitive Advantage in Organizations*)

1998 -2000 Jomo Kenyatta University of Agriculture and Technology,
Department of Human Resources Development
Msc - Entrepreneurship and Enterprise Development

Relevant Units Studied: Entrepreneur behaviour, Marketing, Financial management, management of Small Business, Research methodology, Management of Consultancy

Services, Technology and Innovation, Policy and Strategy in Business Management, Human Resource Management, Business Planning, Project Monitoring and Evaluation, Entrepreneurship Development, Computer Applications in Business Management, and Research Project

- 1990 - 1994** Kenyatta University, Faculty of Commerce
- Bachelor of Commerce, Business Administration (Marketing Option)
- 2nd Class Upper Division
- 1988 - 1989** Kisumu Boys' High School
- Kenya Advanced Certificate of Education (KACE):
- Subjects Studied: Economics, History and Geography

BUSINESS COUNSELLOR

FEB 17, 2001 FEB 24, 2001 THE BRITISH COUNCIL

Employment Record

- Associate Consultant: Adaptive Management Consultants: 2003 - Date
- Associate Consultant: Eureka Educational and Training Consultants: 2000 - Date
- Associate Consultant: Institute for Social Research and Community Development: 2003 - Date
- Associate Consultant: Vigil Consultants: 2002 - Date

DUTIES AND RESPONSIBILITIES

- Marketing training and consultancy services
 - Designing training programs
 - Designing and Conducting Research
 - Preparation of training manuals
 - Coordinating and facilitating training programs
 - Writing consultancy proposals
- Conducting Consultancy Services in the development of Customer Service, Research, Strategic Plans, Performance Management, Team Building, Job Evaluation, Project Management, etc

Part-Time Lecturing: Egerton University, Department of Business Administration
Course: Masters of Business Administration

Subject Handled: Management of Strategic Change

Part-Time Lecturing: Migori College of Guidance and Counselling (Affiliated to Methodist University)

Subject: Economics of education

Part-Time Lecturing: University of Nairobi, Department of Urban Planning

Course: Masters of Urban Management

Subject: Public Finance/Public Sector Economics

Part-Time Lecturing: Kenyatta University

Course: Masters of Public Health

Subjects: Project Management in Health Care

Kenya Institute of Management

Subjects:

- Strategic Management
- Community Development
- Project Management
- Strategic Marketing Management
- Management and Organizational Behaviour
- Marketing Research

Zafrica School of Business Management

Subjects:

- Strategic Marketing Management
- Marketing Planning and Control
- Customer care

Business Development Manager

Boneri Industrial Consultants (1996-2000)

DUTIES AND RESPONSIBILITIES

- Conducting business feasibility studies
- Resource mobilization
- Developing and coordinating business expansion strategy
- Providing consultancy and counselling services to start-up businesses
- Networking and Liaising with Business partners

Marketing Officer

Boneri Industrial Consultants (1994-1996)

- Coordinating marketing programmes and After Sales Services
- Developing marketing for the different line of product portfolio of the organization

Survey Assistant

Geometer Surveyors (1993)

Providing fieldwork assistance in conducting Cadatral3 survey, land planning and environmental analysis

Untrained Secondary School Teacher

Bar Union secondary School, Kisumu

Being responsible for teaching the following subjects in Forms Three and Four Classes: Business Studies, Geography, History, and Commerce

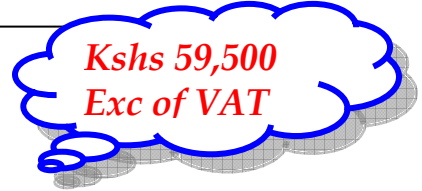
Training Registration Form

Name of Course: _____

Course Location: _____

Course Dates: _____ Fees

Registrants(s):



No.	Name	E-mail	Phone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Organization: _____

Contact Person: (If not registered): _____ Phone No: _____

Address: _____

Contact Email Address: _____

Pin No. _____ VAT No. _____

I have read, understood and agreed to AMC's Term and Conditions, related to training courses as outlined in the company document

Signature: _____ Date: _____

Terms & Conditions - Adaptive Management Consultants Training Courses

A signed registration form, returned to our office indicates that you have read and agreed to the terms and conditions set out below:

1. A place on any course is reserved only upon receipt of a signed training registration form accompanied by a purchase order for an amount equal to the quoted course fee.
2. Full payment for all training activities must be received 7 working days prior to the commencement of the course.
3. Adaptive Management Consultants reserves the right to cancel or re-schedule courses with 7 days notice. In the event of such cancellation, registrants can opt to have all pre-paid fees refunded in full or credited towards the next available course.

E-mail: info@amc.co.ke website: www.amc.co.ke