

EFFICIENCY & EFFECTIVENESS

ENHANCING PERFORMANCE THROUGH PROJECT MANAGEMENT SKILLS



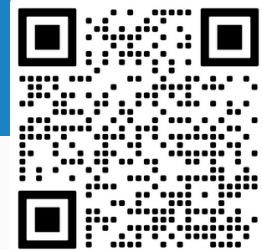
18
OCT


INTRODUCTION

A project is planned work for creating a positive change within a timeframe and resources. People collaborate, and risks are involved. Project management isn't just for tech experts; even executives attend as projects affect all. Projects are vital for progress; everyone should understand their benefits and alignment with company goals. Training helps those in projects without formal knowledge by explaining concepts, expectations, and common practices.



SIRIM
CERTIFIED TO ISO 29993:2017
CERT. NO.: 00194



REGISTER NOW!

Scan QR code to register >>

COURSE OUTCOME

Upon completion of this program participants should be able to:

- **The Project Lifecycle** - Gain a comprehensive understanding of the entire project lifecycle – from initiation to closure – and learn how to effectively navigate each phase.
- **Efficient Planning & Scheduling** - Acquire practical skills to create realistic project plans, accurately estimate timeframes, and construct efficient schedules to meet deadlines without compromising quality.
- **Leadership & Motivation** - Discover strategies to lead project teams, inspire motivation, and foster a collaborative environment that drives high performance.
- **Effective Communication & Collaboration** - Enhance your communication skills within project teams and with stakeholders, fostering collaboration, understanding, and alignment throughout the project lifecycle

COURSE MODULE

Module 1: Introduction to Project Management

- Importance of project management in today's business landscape
- Key differences between efficiency and effectiveness in project management
- Overview of the project management life cycle

Module 2: Defining and Planning Projects

- Defining project scope, objectives, and stakeholders
- Creating a project charter and setting clear goals
- Work breakdown structure (WBS) and task sequencing

Module 3: Execution & Controlling Projects

- Developing an effective project team
- Tracking project progress and performance indicators
- Change management and scope creep
- Techniques for effective project control

Module 4: Closing and Lessons Learned

- Project closure and handover processes
- Conducting retrospective and lessons learned sessions
- Continuous improvement through feedback and analysis

Module 5: Risk Management Proficiency

- Identifying and analyzing project risks
- Strategies for risk mitigation, transfer, and acceptance
- Ensuring quality throughout the project lifecycle

Module 6: Effective Communication and Collaboration

- Effective communication strategies within project teams
- Stakeholder engagement and managing expectations
- Utilizing collaboration tools for remote teams

Meet the Trainer!

Thow Soon Pheng earns his Degree in Project Management from the Open University Malaysia (OUM). He holds a Project Management Professional (PMP) and is a member of the Project Management Institute (PMI), in Pennsylvania, USA. He is also a Human Resource Development Corporation (HRD Corp) Accredited Trainer.



PUBLIC TRAINING PROGRAMS

INVESTMENT FEE Per Participant
The participant's fee is **not inclusive of 6% SST**

PROGRAMS	TICK	DATE	EARLY BIRD RATE	NORMAL DATE	CLOSING DATE OF REGISTRATION
Critical Thinking & Creative Problem Solving		9-10 Oct	RM 1,600	RM 1,900	One week before commencement of the course  
Effective Administrative Skills & Duties		11 Oct	RM 1,200	RM 1,400	
Effective Supervision at Work		12-13 Oct	RM 1,600	RM 1,900	
Efficiency & Effectiveness: Enhancing Performance Through Project Management Skills		18 Oct	RM 1,200	RM 1,400	

REGISTRATION FORM

Do you intend to utilize HRDCorp Levy for this program? **Yes / No**
Upon submission of this form, I have read and accepted the terms & conditions of this registration

Participant 1

Name :
Position :
Contact :
Email :

Participant 2

Name :
Position :
Contact :
Email :

Participant 3

Name :
Position :
Contact :
Email :

Company :
Address :
Tel : Fax :

Nominating Person

Name :
Position :

Approving Person

Name :
Position :

Invoice Attention to :
Email :

TERMS & CONDITIONS

- Fees are inclusive of programme materials, refreshments, luncheons and certificate.
- Outstations participants are advised to call MRS before making any air-travels and hotel payments. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.
- 3. Payment, Confirmation & Admission**
An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent.
- 4. Substitution/Replacement of Participants**
Substitutions are allowed at no extra charge provided MRS is notified in writing at least 5 working days prior to the course wherein any substitution proposed thereafter, MRS may reserve its right to disallow such proposal, and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge there to.
- 5. Cancellation of Participants**

For Paid Registration	For Unpaid Registration
30 days before course: Full refund or transferable 14 days before course: Refund minus 15% admin fee or transferable Less than 14 days before course: No refund but transferable No show: No refund and not transferable	30 days before course: No applicable admin fee 14 days before course: 15% admin fee chargeable Less than 14 days before course: Full fees chargeable and transferable No show: Full fees chargeable and not transferable

*Transferable - to a similar or different course with the necessary top up fee should the course transferred to, is of a higher value

6. Postponement

While all care shall be taken to carry on the course as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and holds MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

7. Permanent Cancellation

In the event of a permanent cancellation by MRS of a course and provided the event is not postponed to a later date or merged with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and holds MRS harmless from any cost incurred.

8. Participants have read and consent to MRS processing the registration data in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, they have discharged their responsibility of ensuring the information provided herein is the most up-to-date information as possible.

MRS MANAGEMENT SDN BHD (275222-P)

KL CORPORATE OFFICE

Suite 33-01, 33rd Floor, Menara Keck Seng, 203, Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia

☎ +603-2116 5961 📠 +603-2116 5999

KUCHING OFFICE

Milan Square, No. 48, Level 1, Jalan Wan Alwi, 93350 Kuching, Sarawak, Malaysia

☎ +6082-265 628/9 📠 robin.mrstraining@gmail.com

www.trainingprovider.org

The Organizer reserves the right to make any amendments that are deemed necessary in the best interest of the workshops