



جمعية إدارة المشاريع - فرع الخليج العربي - ١٩٩٢ م  
Making project management indispensable for business results.®

# Project Management Institute Arabian Gulf Chapter

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## PMI-Arabian Gulf Chapter 11th International Conference, Seminars & Exhibitions

Feb 13-15, 2007, Gulf Hotel, Manama, Bahrain

# Professional Courses Description

## Project Management Professional (PMP) Certification Seminar (35 PDU's)

5-day seminar



Instructor:  
**Mr. Osama Bakir, PMP, MAsc., P.Eng.**  
PMCT Quest LLC., Muscat  
Sultanate of Oman

The goals of this seminar are to help participants: Understand the individual ingredients of PMI's PMP Certification progress; Prepare for its certification exam based on the revised format; and learn and practice skills, concepts, techniques and tools that will help them successfully manage projects.

The Seminar will cover the following disciplines of PMI's Project Management Book of Knowledge (PMBok®):

- Project Management Framework
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Risk Management
- Project Procurement Management
- Project Cost Management
- Project Quality Management
- Project Communications Management
- Project Professional Responsibility
- Project Human Resources Management

PMBok® was developed by PMI to serve as the fundamental knowledge base of project management. It includes numerous terms and definitions, which have become industry standards.

## Effective Project Risk Management: Beyond the PMBoK® (14 PDU's)

2-day workshop



Instructor:  
**Mr. Michael Dallas, PMP**  
Davis Langdon  
United Kingdom

All projects are inherently risky, and zero risk is not an option. The successful project manager will therefore be the one who manages risk effectively. Threats must be minimized and opportunities maximized, while maintaining a clear focus on achievement of objectives. This 2-day course takes you through the risk management process in the Guide to the Project Management Body of Knowledge (PMBok®) 2000 Edition, detailing the techniques needed to make risk management

work on your project, drawing on current international best-practice. Additional issues will be discussed, giving an approach which is proactive, pragmatic and action-based, not theoretical or academic.

This workshop will introduce proven tools to help the hard-pressed project manager deal effectively with risk.

The workshop will cover the following :

### 1. Introduction

### 2. Overview of Risk Management

- Definitions of Risk (including opportunities)
- Definitions of Uncertainty
- Definitions of Risk Management
- Purpose of Risk Management
- History of Risk Management
- Types and categories of Risk
- Risk Management through the Project Lifecycle
- Risk Management Terminology
- Benefits of Risk Management
- Soft vs Hard Risk Management

### 3. Creating the conditions for Risk Management Success

- Understanding the need for Risk Management
- Relating Risk Management to the need
- Understanding the project
- Designing the Risk Management Process
- Preparation
- Risk Registers
- Risk Management through the Project Lifecycle – when to do
- Qualitative, semi-Quantitative and Quantitative

### 4. The Risk Management Process

- 4a. Risk Identification
  - Tools and Techniques
  - Risk Categories
  - Elicitation and Questioning skills
- 4b. Risk Assessment – Qualitative and Quantitative
  - Likelihood and Impact
  - Risk Ratings
  - Risk reporting
  - Risk proximity
  - Tools and techniques

4c. Risk Management / Response  
Management Actions  
Risk Ownership  
Risk Management Reporting  
Tools and techniques

4d. Documentation  
Risk Registers  
Reports

4e. Risk Reviews, follow up and feedback  
Content  
Timing and frequency  
Risk Reporting

## 5. Human Dynamics and Risk

Psychology of Risk  
Risk Appetite  
Risk Tolerance  
Risk and Reward  
Cultural influences and Risk  
Heuristic approaches  
Team behaviour

## 6. Where to go from here

## 7. Summary and Close

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## Effective Project Cost & Scheduling Workshop (18 PDU's)

2.5-day workshop



Instructor:  
**Dr. Fred Rahbar**  
Saudi Aramco  
Kingdom of Saudi Arabia



Instructor:  
**Mr. Adnan Bader**  
Saudi Aramco  
Kingdom of Saudi Arabia

The primary objective of this workshop is to provide best practices and skills to be able to plan, schedule, and innovative techniques to control projects at various states of a project's life cycle.

Participants will learn pro-active techniques that can be particularly applied to minimize or avoid cost/schedule overruns. At the end of the workshop, the participants should be familiar with the basic concepts of planning and state-of-the-art scheduling methodologies with an overview of practical computer applications. Furthermore, the workshop will address many of the requirements for project management professional (PMP) as related to project planning and controls.

## Managing Multiple Projects (21 PDU's)

2-day seminar



Instructor:  
**Mr. Rafay Badar, BS, MBA, PMP**  
Emilia CNPM LLC, Dubai  
United Arab Emirates

Upon completion of this course participants will have a practical understanding of the concepts of project management. This course will cover the project management framework per the generally accepted guidelines documented in the Project Management Body of Knowledge (PMBOK Guide); published by the Project Management Institute (PMI)

After establishing a foundation that is based on PM standards per the PMBOK, course will cover PM concepts as they apply to individual small projects and to managing multiple small projects.

Throughout this course, participants will be able to practice the acquired knowledge in the areas of planning, scheduling, progress measurement, performance management, and forecasting.

Course will cover the following areas:

- Project Management Concepts
- Project Management Framework
- Early Project Planning
- Scope Planning
- Time Management
- Cost Management
- Human Resource Management
- Communication Management
- Steps of Project Control
- Performance / Earn Value Management
- Management Reporting (Standard & Customized)
- Quality Management
- Risk Management
- Procurement Management
- Verification and Close-out
- What is a Small Project
- Concepts in a Small Project Environment
- An Overview of Managing Single Small Project
- Features of Multiple Projects
- Simplification of your Project Management Environment

## People Management Skills For Project Managers (14 PDU's)

2-day seminar



Instructor:  
**Mr. Madhu Pillai, PMP, AVS, CCC**  
S.A.Kent, Alkhobar  
Kingdom of Saudi Arabia

Project Management provides the organizations with the knowledge, skills, tools and techniques to plan and execute projects in time and within budget. In today's world, organizations focus on higher productivity on every aspect of their business by employing highly skilled Project Managers to run the show.

Today's project manager faces multiple issues beyond juggling scope, schedule and cost. Every area of project management is constrained with one or more human element. The project manager has to cope up with variety of conflicts every day. A good majority of project failures, if analyzed carefully, would lead into the failure to recognize, prevent and address one or more human issues. However, many of these would be superficially looking like other issues, and project managers try to address them without identifying the exact human issue behind it.

Human side is many a time little appreciated as potentially disastrous cause for project failure. This seminar will give opportunities to the participants for doing a self-assessment based on the knowledge gained from it. Project Managers and Project Team Members will get useful tips for a win-win situation for all stakeholders on any project. Participant's experiences will also be shared within the group for effective understanding of the concepts discussed during the seminar.

A project can be a movie for a producer, a wr for a general or a budget for a finance minister. For any project, the organization being a web of relationships, human side has ultimately a very major impact on all areas of Project Management.

Areas covered under the seminar:

- General Aspects on Human Side of Project Management
- Communicating Clearly
- Delegating Successfully
- Building & Working with Teams
- Motivating People
- Building Relationships
- Managing Meeting
- Managing Change
- Managing Conflicts
- Professional Ethics

## Essential Tips & Insights for Successful Project Leaders (14 PDU's)

2-day workshop course



Instructor:  
**Mr. Yousef Abugosh, PMP**  
Saudi Aramco  
Kingdom of Saudi Arabia

This two-day workshop course is packed with gems. It contains both major faces of project management leadership; namely, Leadership in its absolute sense of meaning and Leadership which relates directly with, and impacts tangibly project managers. This workshop course is a unique educational masterpiece as it is the product of the hard work and years of research done by Yousef Abugosh, PMP, resulting in his vast and extensive background in leadership and organizational excellence, combined with his PMP certification knowledgebase & Project management studies. As seen from the outline, the day covers the most important soft skills leaders need to be outstanding leaders as it engages attendants into several high-impact-learning exercises and games. The second day focuses on the practical skills and insights which are important to project managers who seek to perfect their leadership skills, while also engaging them into similar exercises and games. The course is a must attend for aspiring leaders.

The workshop will cover the following topics:

- What is "Leadership" – "Who are Leaders"
- Raising Your Leadership Awareness
- Leaders Vs. Manager
- Lessons of Leadership
- The Three Roles for the Leader
- What makes a Perfect Leader
- Ten Tips for Effective Leaders
- Determining and Working with Leadership Styles
- Eternal Principles for Leading Teams
- All about Leadership Vision
- Emotional Intelligence
- Project Management Leadership Intelligence – Getting it Done!
- The Successful Project Manager's Skills and Competencies
- The Two Pillars Every Project Leader Must Build on
- Common Problems Facing Project Leaders and How to Solve Them
- Leveraging Your Position and Career as Project Manager

For provisional booking for the above seminars & workshops, please contact:

**Mahdi N. Madani**

*Training Committee*

*Tel.: +966-3-874-7197 / 874-7020*

*Fax: +966-3-873-5020*

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## PMI-ARABIAN GULF CHAPTER – CONFERENCE & SEMINAR REGISTRATION FORM

**DELEGATE INFORMATION** (Please print legibly or type)

Date : \_\_\_\_\_

Last Name : \_\_\_\_\_ Middle Name : \_\_\_\_\_ First Name : \_\_\_\_\_

Company : \_\_\_\_\_ Job Title : \_\_\_\_\_

Office Phone : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Mailing Address : \_\_\_\_\_ City : \_\_\_\_\_

Country : \_\_\_\_\_ Post Code : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_ PMI Membership No. : \_\_\_\_\_

### REGISTRATION FEES

Participant may choose Item A only or Combination of Items: A & B; A & C; A & D; A & E; A & F or A & G

	PMI Members	Non Member	Student	Amount
<b>A. Conference Full Technical Program Only</b> (Date: 13-15 February, 2007)	SR2,000 / \$535	SR2,500 / \$667	SR1,250 / \$334	_____
<b>B. PMP Certification Seminar - 35 PDU's</b> (Date: 17-21 February, 2007)	SR4,000 / \$1,067	SR4,500 / \$1,200	SR2,250 / \$600	_____
<b>C. Effective Project Risk Management Workshop - 14 PDU's</b> (Date: 12-13 February, 2007)	SR3,000 / \$800	SR3,500 / \$933	SR1,750 / \$467	_____
<b>D. Effective Project Control Cost &amp; Scheduling Workshop - 18 PDU's</b> (Date: 17-19 February, 2007)	SR2,500 / \$667	SR3,000 / \$800	SR1,500 / \$400	_____
<b>E. Essential Tips &amp; Insights for Successful Project Leaders - 14 PDU's</b> (Date: 12-13 February, 2007)	SR2,750 / \$733	SR3,250 / \$866	SR1,500 / \$400	_____
<b>F. People Management Skills for Project Managers - 14 PDU's</b> (Date: 17-18 February, 2007)	SR2,500 / \$667	SR3,000 / \$800	SR1,500 / \$400	_____
<b>G. Managing Multiple Projects - 21 PDU's</b> (Date: 17-18 February, 2007)	SR3,000 / \$800	SR3,500 / \$933	SR1,750 / \$467	_____
<b>Total Amount Due in Saudi Riyals or in US Dollars</b>				_____

For confirmation of registration, you may fax this form to: **PMI-Arabian Gulf Chapter** – Fax (966) 3 873 5020

Form of Payment :  **Check payable to: ++Project Management Institute++**

Please mail check to: Mr. Marwan N. Al-Nasser, Conference Treasurer  
 PMI-Arabian Gulf Chapter, c/o Saudi Aramco  
 P.O. Box 11343, Dhahran, Saudi Arabia 3131 1

**Wire Transfer to Chapter's Bank Account**

National Commercial Bank, Dhahran, Saudi Arabia – Account Number: 053-243-10000-107

**Saudi Aramco Employees:** (complete OOC form) c/o Saudi Aramco, CDD/Saudi Development Division

**SCECO – East Employees:** c/o SCECO – East, Training & Educ. Dept./Mgmt. Training Division

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

#### Conference Cancellation & Transfer Policy:

Cancellation Two (2) weeks before starting of any event cannot be accepted. Substitute may be made at any time up to the start of the conference without additional charge.

#### Accommodation Arrangement:

The chapter has reserved blocks of rooms during the conference, seminars and exhibition at the Gulf Hotel, Manama, Bahrain with special rates. The hotel reservation is the responsibility of the participant.

#### Visit Visa Requirement:

Should you require a visit visa, please complete the information required in the attached Hotel Reservation Form fax a clear copy of your passport showing your personal details and picture to any of the hotels noted above.