

MANAGEMENT COURSES

PROJECT MANAGEMENT AND SITE ADMINISTRATION (MG37C)

COURSE OBJECTIVE:

By the end of the course participants will able to:

- Understand the nature of projects and how to manage them successfully
- Plan and organize projects within budgeted cost and time frame.
- Identify potential risks associated with projects and how to minimize their effect.
- Understand the advanced concepts of project site administration for successful projects.

WHO SHOULD ATTEND?

This course is designed for: Project managers, site managers, project engineers & supervisors.

COURSE CONTENTS:

- Defining project objectives
- Project management and site administration
- Project scheduling techniques
- Defining the requirement resources for successful project implementation
- Project cost analysis
- Risk management
- Dealing with different contractors on site
- Working with teams
- Successful project manager

Duration: 3 Days

Date:	Venue:	Cost:
Jan 26-28	Dammam	SR4,500
Aug 16-18	Athens	SR7,000
Nov-1-3	Jubail	SR5,500

PROJECT PLANNING MANAGEMENT (MG19A)

OBJECTIVE:

It involves the ABCs of managing projects, including the project life cycle and project management body of knowledge areas. Other basic targets are the softer management skills, and the hands-on use of project management tools.

WHO SHOULD ATTEND?

Project managers and key project personnel. Directors and top-level executives. Functional managers and support personnel. Program Managers, Partners, Clients and Key Vendors.

COURSE CONTENT:

- Concept of Project Management
- Project Management Definition, Benefits, Elements and Characteristics
- Initiation Phase
- The Project Assignment Document
- Project Organization and the Project Leader
- Role of the Project Manager and Organizational Matrix Structure
- The Project Team
- Stages of Team Growth
- Concept, Feasibility and Analysis
- Organization and Development
- The Scheduling Process, Estimating Project Budgets and Conducting the Projects
- Project Reporting
- Project Close-Out and Audit

Duration: 5 Days

Date:	Venue:	Cost:
Feb 23 – 27	Jubail	SR7,500
May 10 – 14	Dammam	SR6,500
Jul 12 – 16	Athens	SR9,000