



Project Management Training & Workshop

A blended approach to learning project management designed to fit your organization needs and unique environment

Training and Workshop Services

We provide a variety of project management learning solutions to organizations and individuals. Our team understands that development project managers around the world work within a variety of environments, with a broad range of educational needs and diverse financial resources. More importantly, we also understand that all development project managers need and deserve access to high-quality project management education, regardless of financial or time constraints.

To serve the needs of our global development community; PM4DEV has developed a suite of project management courses that focus on project management knowledge, performance and personal competencies. We have structured our courses and programs to be delivered in an economical, convenient 'on-demand' learning structure with well-prepared, quality materials and extensive student support. All courses are offered on site to allow a better integration of your needs and reduce your costs.

- **Fundamentals of Project Management**, A two day session that delivers the Fundamentals concepts and knowledge on Project management for development organizations. The course makes an introduction to the principal processes and tools of project management, from the Project processes to the Project cycle. Participants will obtain a critical foundation and understanding on the modern concepts of Project Management and will prepare them to move to more complex subjects.
- **Project Management Cycle**, a three day session that uses a customized project management methodology developed for your organization as part of our consulting services. Includes all the processes and tools of project management cycle including your own projects case studies, participants are trained on the customized methodology and use the new forms and tools during the case studies
- **Mastering Project Management**, a three day session, designed to provide the basic understanding of project management. This course uses our own project management methodology, processes and documentation that participants can take and use immediately in their projects. It uses your own projects as case studies to help participants understand and apply our methods.
- **Advanced Project Management**, an in-depth two day session that goes in more detail and explores the project management processes and tools to help organizations deliver the projects and meet stakeholder expectations. Includes the project management maturity model and project portfolio and program management, and the steps needed to build a project management culture in your organization.
- **Project Management Workshops**, designed to facilitate the analysis, discovery and adoption of solutions to your own specific project management problems. Our workshops are two to three day long sessions where our top consultant facilitates the delivery of ideas and solutions that your own team develop. This approach has been successful in the adoption of the changes that your team needs to incorporate in their own practices.
- **Project Management Coaching**, we provide a coaching service to managers on a one-on-one basis. Individual requirements vary greatly, depending on the scope of the job to be done and the skills and experience of the manager being coached. The commitment may be for just a few hours per month, or for several days per month in total. The service can include face-to-face discussions, telephone conversations and e-mail exchanges.

Client On-Site Delivery

All of our courses are available for on-site delivery at your organization. On-site delivery allows your staff to maximize their training time by eliminating travel to an outside facility. Additionally, attending a course exclusively for your employees allows for targeted discussions where students can apply course content to your organization. Some courses may require students to have individual computers with Internet access. Please contact us for more information and to schedule your course.

International Seminar Tours

On occasion, PM4DEV will host a particular course at venues at different countries. Please see our website to see the dates and locations of our seminars.

Cost

On-Site training courses are offered starting at \$250 per student per day for a minimum of 10 participants. Discounts are available for courses with up to 20 participants. The duration of each training course will vary based on the needs of the organization, typically from one to four days. There is a minimum of ten students and a maximum of twenty students per course. Based on special needs and requirements we can provide you with a quote that can meet your budget and deliver the same benefits. Contact us at info@pm4dev.com for any inquires on our costs.

A Blended Approach to Learning

We give organizations the ability to “target the learning” for faster, more effective results. We can reflect your organization's current skills, processes and methodologies so participants walk away with training they can truly apply back on-the-job. Your staff gains only the knowledge they need - how they need it. Working with your organization as a team, we teach you the tools and methods needed to attain timely project completion in your marketplace. Our intensive planning and implementation sessions are customized to your organization so you see first hand how tools and methods are applied on your projects.

Our courses feature use of your actual projects, this learning enables participants to practice and apply their skills immediately on their projects. The best way to gain knowledge is to learn from the experts. Our instructors are experts in their field and know the realities of today's development environment. Participants leave the classroom learning approaches they could only have acquired through years of experience. After completing a course with PM4DEV we offer online mentoring. Participants have the opportunity to contact us with real world issues they are having trouble resolving, and one of our experienced instructors will help guide them through the resolution at no additional charge.

Each PM4DEV course kit is delivered in a carry-all bag containing a comprehensive workbook, practice exams, condensed study guides, and a CD containing the material for the course.

Our Training Services

Extending the Capabilities of Project Management

PM4DEV professionals understand how you do your work. And, our satisfied customers confirm that we're uniquely positioned to help you achieve measurable success by utilizing a unified approach that combines:

- **Reliability.** PM4DEV works closely with you to ensure a successful project outcome. Our job isn't finished until we've achieved your goals.
- **Expertise.** We understand your challenges and our project management training services were developed by people with an extensive experience. PM4DEV professionals have the necessary knowledge and resources to guarantee your project success.
- **Methodology.** Our proven processes and training methodology were developed during successful engagements allowing PM4DEV professionals to work with maximum speed to efficiency.

PM4DEV can provide flexible training and workshops tailored to the unique needs of your organization. Our training services will enable you to quickly take advantage of the many benefits of our project management expertise.

e-mail us (training@pm4dev.com) for information on training and workshop services. Or schedule an interview with one of our customer representatives.