



PROJACS ACADEMY
by @egis



Leadership Skills Development to become Effective Project Managers for Engineers

تطوير المهارات القيادية لمدراء المشاريع

25 – 29 December 2023

Dubai / UAE

Introduction

Engineering projects are complex and require a high level of technical expertise, but they also need effective project management skills to ensure their successful completion. Engineers who are project managers are responsible for planning, organizing, leading, and controlling the project activities, as well as managing the stakeholders, risks, quality, and resources. They also need to communicate effectively with their team members, clients, and other parties involved in the project.

This training course is designed to help engineers develop their leadership skills and become more effective project managers. It will cover the essential concepts and tools of project management, such as project life cycle, scope, schedule, cost, quality, risk, and procurement. It will also provide practical guidance on how to apply these concepts and tools in real-world engineering projects. Additionally, it will explore the key aspects of leadership, such as vision, motivation, communication, teamwork, conflict resolution, and ethics.

Objectives

By the end of this training course, the participants will be able to:

- Understand the role and responsibilities of a project manager for engineers
- Apply the best practices and standards of project management in engineering projects
- Use various project management tools and techniques to plan, execute, monitor, and control engineering projects
- Manage the project scope, schedule, cost, quality, risk, and procurement effectively
- Lead and motivate their project team members and stakeholders
- Communicate clearly and confidently with different audiences and situations
- Resolve conflicts and problems in a constructive way
- Demonstrate ethical and professional behavior in their project management practice

Who Should Attend?

This training course is suitable for engineers who are involved in or aspire to be involved in project management roles. It is also beneficial for other professionals who work with engineers in project-based environments.

Course Outline

Day One

Introduction to Project Management for Engineers

- What is a project and what is project management?
- What are the characteristics and challenges of engineering projects?
- What are the roles and responsibilities of a project manager for engineers?
- What are the best practices and standards of project management?
- What are the phases and processes of the project life cycle?
- How to initiate a project: defining the project scope, objectives, deliverables, stakeholders, and charter

Day Two

Planning an Engineering Project

- How to plan a project: developing the project management plan
- How to manage the project scope: creating the work breakdown structure (WBS), scope baseline, and scope change control
- How to manage the project schedule: estimating the activity durations, resources, and costs; sequencing the activities; developing the network diagram and Gantt chart; schedule baseline and schedule control
- How to manage the project cost: estimating the costs; determining the budget; cost baseline and cost control
- How to manage the project quality: planning the quality standards, metrics, and criteria; quality assurance and quality control

Day Three

Executing an Engineering Project

- How to execute a project: implementing the project management plan; directing and managing the project work; performing quality assurance; managing changes and issues
- How to manage the project team: acquiring, developing, and leading the team members; building trust and collaboration; motivating and empowering the team members; managing conflicts and feedback
- How to manage the project communication: planning the communication strategy; selecting the communication methods and channels; communicating effectively with different audiences and situations; managing stakeholder expectations

- How to manage the project risk: identifying the risks; analyzing the risks qualitatively and quantitatively; planning the risk responses; implementing the risk responses; monitoring and controlling the risks

Day Four

Monitoring and Controlling an Engineering Project

- How to monitor and control a project: measuring the project performance; comparing the actual results with the planned results; identifying variances and deviations; taking corrective and preventive actions; reporting the project status
- How to manage the project procurement: planning the procurement strategy; conducting procurements; selecting vendors or contractors; administering contracts; closing procurements
- How to manage integration: coordinating all aspects of the project; ensuring alignment with the project objectives; integrating changes across the project components; managing stakeholder engagement

Day Five

Closing an Engineering Project

- How to close a project: finalizing all project activities; delivering the project outputs or products; obtaining formal acceptance from the client or sponsor; transferring ownership or responsibility; closing contracts or agreements
- How to conduct a project review: collecting feedback from the team members and stakeholders; evaluating the project performance; identifying lessons learned and best practices; documenting and sharing the knowledge gained
- How to celebrate success: recognizing and rewarding the team members and stakeholders; celebrating achievements and milestones; reflecting on personal growth and development

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

المشاريع الهندسية معقدة وتتطلب مستوى عاليًا من الخبرة الفنية، ولكنها تحتاج أيضًا إلى مهارات إدارة مشاريع فعالة لضمان إكمالها بنجاح. المهندسين الذين هم مديرو مشاريع مسؤولون عن التخطيط والتنظيم والقيادة والتحكم في أنشطة المشروع، وكذلك إدارة أصحاب المصلحة، والمخاطر، والجودة، والموارد. يحتاجون أيضًا إلى التواصل بشكل فعال مع أعضاء فريقهم وعملائهم والأطراف الأخرى المشاركة في المشروع.

تم تصميم هذه الدورة التدريبية لمساعدة المهندسين على تطوير مهاراتهم القيادية ليصبحوا مديري مشاريع أكثر فاعلية. سيعطي المفاهيم والأدوات الأساسية لإدارة المشروع، مثل دورة حياة المشروع، والنطاق، والجدول الزمني، والتكلفة، والجودة، والمخاطر، والمشتريات. كما سيوفر إرشادات عملية حول كيفية تطبيق هذه المفاهيم والأدوات في المشاريع الهندسية في العالم الحقيقي. بالإضافة إلى ذلك، سوف يستكشف الجوانب الرئيسية للقيادة، مثل الرؤية والتحفيز والتواصل والعمل الجماعي وحل النزاعات والأخلاق.

الإهداف

بنهاية هذه الدورة التدريبية سيكون المشاركون قادرين على:

- فهم دور ومسؤوليات مدير المشروع للمهندسين
- تطبيق أفضل الممارسات والمعايير لإدارة المشاريع في المشاريع الهندسية
- استخدام أدوات وتقنيات إدارة المشاريع المختلفة لتخطيط المشاريع الهندسية وتنفيذها ومراقبتها والتحكم فيها
- إدارة نطاق المشروع والجدول الزمني والتكلفة والجودة والمخاطر والمشتريات بشكل فعال
- قيادة وتحفيز أعضاء فريق المشروع وأصحاب المصلحة
- التواصل بوضوح وثقة مع مختلف الجماهير والمواقف
- حل النزاعات والمشاكل بطريقة بناءة
- إظهار السلوك الأخلاقي والمهني في ممارسة إدارة المشاريع الخاصة بهم

الحضور

هذه الدورة التدريبية مناسبة للمهندسين الذين يشاركون أو يطمحون للمشاركة في أدوار إدارة المشاريع. كما أنه مفيد للمهنيين الآخرين الذين يعملون مع المهندسين في البيئات القائمة على المشاريع.