

People Interaction in Project Management

MEDIUM : Cantonese / English
FEE : HK\$3,480

COURSE CODE : PIPM
EARLY BIRD : HK\$3,180

DURATION : 1 Day

29 Nov, 2016 (Tuesday)

Project Management ensures that a project is executed efficiently and effectively. It involves the planning and control of activities in a project. To this end, most project management training focus on the tools and techniques required to plan and monitor a project. Projects however are only as good as the people who are working on them. As such, much of a project's success depends on how well a project manager interacts with his/her team members and other stakeholders.

The purpose of this workshop is to provide project managers with the necessary skills to interact with others to ensure success of a project.

Who Should Attend

Project managers and project coordinators

Course Outline

1. Understanding Projects and People Interaction

- Every project is unique
- Project Life Cycle
- Project environment
- Role of Project Manager
- Interacting with different stakeholders
- Why projects fail?

2. Clarifying requirements

- Project brief
- Key questions every project manager must ask
- Clarifying requirements and scope
- Managing expectations

3. Planning and allocating tasks

- Simple but effective planning tools
- Involving relevant people in the planning
- Getting input and buy-in from team members

4. Monitor and Control

- What and how to monitor
- When things don't work according to plan
- Managing unplanned changes
- Negotiating revised due date
- Asking for additional resources

5. Learning from a project

- Conducting a project post-mortem
- Celebrating success

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
NOVEMBER 2016								
2	Nov-09, 2016	Handling Difficult People	UPDATED HDP	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
	Nov-10, 2016	Effective Business Writing	EBW	1	HK\$3,480	HK\$3,180 Oct 14, 2016	Oct 19, 2016	C/E
3	Nov-16, 2016	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180 Oct 21, 2016	Oct 26, 2016	C/E
	Nov-17, 2016	Communication Skills for Technical Professionals	CSTP	1	HK\$3,480	HK\$3,180 Oct 21, 2016	Oct 26, 2016	C/E
4	Nov-22, 2016	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
	Nov-24, 2016	Win-Win Negotiation	WIN	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
	Nov-25, 2016	Mediation Skills to Handle Conflicts and Complaints	NEW MSHCC	1	HK\$3,480	HK\$3,180 Oct 28, 2016	Nov 2, 2016	C/E
5	Nov-29, 2016	People Interaction in Project Management	NEW PIPM	1	HK\$3,480	HK\$3,180 Nov 4, 2016	Nov 9, 2016	C/E
	Nov-30, 2016	Nurturing Your Team	NEW NYT	1	HK\$3,480	HK\$3,180 Nov 4, 2016	Nov 9, 2016	C/E
DECEMBER 2016								
1	Dec-05, 2016	Problem Solving and Decision Making	UPDATED PSDM	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
	Dec-6-7, 2016	Project Management Workshop	PMW	2	HK\$6,380	HK\$5,880 Nov 11, 2016	Nov 16, 2016	C/E
	Dec-09, 2016	Persuasive Proposal and Report Writing	NEW PPRW	1	HK\$3,480	HK\$3,180 Nov 11, 2016	Nov 16, 2016	C/E
2	Dec-14, 2016	Professional Customer Service Skills	NEW PCCS	1	HK\$3,480	HK\$3,180 Nov 18, 2016	Nov 23, 2016	C/E
	Dec-15, 2016	Achieving Task Excellence	NEW ATE	1	HK\$3,480	HK\$3,180 Nov 18, 2016	Nov 23, 2016	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

** We accept P. Cards

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
Call Miss Mak at:
2838-1182



BY POST TO:
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BY FAX:
Send enrolment form above to
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2838-7122



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