

Project Management Skills

By Wekie Tay



Decide with Confidence

INTRODUCTION

Managing projects bring to the participants the various challenges as well as the complexities of coordinating, researching and proposing goals plans and execution. This workshop therefore seeks to highlight the importance of having a set of project management skills that can enhance the efficient use and performance of people and resources in the organization.

It also gives focus unto the various applications that will work best for the project managing process. Incorporating the various Neuro-Linguistic Programming (NLP) techniques, the participants will definitely find this dynamic and interactive course a refreshing and fulfilling experience.

LEARNING OBJECTIVES

On completing this program, participants will:

- Able to take on opportunities and challenges in managing project
- Tap onto the resources available for efficient work towards goals
- Discover ways to effectively implement and execute the project activities
- Increase utilization and productivity across the organization
- Derive greater flexibility in people and resource deployment
- Create plans to set priority and research for the project
- Improve clarity of project goals, objectives and schedules
- Develop higher morale and performance in working
- Create greater sense of pride and belonging to the organization
- Utilize various NLP techniques taught throughout the whole training

The talk will:

- employ powerful and dynamic presentations techniques that will increase knowledge, enhance learning, heighten motivation and awareness
- include role play sessions and other experiential activities to make learning more effective and real
- include group discussions and feedback to maximize the participants' learning abilities

COURSE OUTLINE

- The Importance of Project Management in Your Organization
- Project Identification: The Tools, Resources, People, and Audience
- The Project Manager as Leader: Duties and Roles
- Understanding Project Requirements and Set Goals
- Utilization Your People and Resources for Better Functioning
- Being Customer Oriented in Managing Projects
- Planning Project Sequence and Time Management
- Scheduling Priorities and Implementation of Projects Activities
- Looking at Risks and Pitfalls in Project Managing: How to Avoid Them?
- Project Execution and Proposal to Key Managements
- Problem Solving and Decision Making in Project Managing
- Getting Great Ideas Out of People
- Communicating Artfully and Impressively with Your Team
- Increasing Productivity and Managing Performance
- Gearing in the Overall Direction and Mission of Your Organization

ABOUT THE TRAINER – MR WEKIE TAY
BA, DTM NLP Trainer (USA), NLP Master Prac, Design
Human Engin. Prac. (USA), Mind Mastery Prac. (Aust.),
American Management Association Certified Trainer

Mr. Wekie Tay brings with him over 19 years of experience in conducting numerous talks, training workshops and keynote speeches for hundreds of multi-national corporations, government agencies, organizations, and schools on a myriad of professional development and life skills.

Wekie's various expertise and topics trained include leadership empowerment, Neuro Linguistic Programming (N.L.P), persuasion, sales and marketing, negotiation, customer service, presentation and public speaking skills, interviewing skills, creative thinking, problem solving, education, communication, studying and learning skills, thinking and mind-brain power, enrichment management, group dynamics, human resource, enrichment, Dating, Attraction and Relationships (DARE), emotional management, stress management, worklife balance, motivation and life passion, confidence building, belief empowerment and more.

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Date: 18th & 19th January 2010, 9am – 5pm
Venue: Concorde Hotel Singapore (Formerly Le Meridien Orchard Singapore)

Fee: [] S\$650 for D&B Subscriber [] S\$730 for Non-subscriber
(Includes materials, refreshments and lunch)

- Approved for SDF Funding (eligibility criteria apply) – Applicable only for Cheque/GIRO payment
- Up to S\$4 per training hour SDF funding for SMEs (eligibility criteria apply)
- Up to S\$2 per training hour SDF funding (eligibility criteria apply)

EARLY BIRD – Fax in your registration before 18th December to receive a 10% off regular fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee

Fax the completed registration form to 6778 3853

Participant(s) Information

Name 1: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 2: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 3: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Company's Information

Name of Company: _____
Address: _____ **(Postal Code)** _____
Telephone: _____ **Fax:** _____
Liaison Officer: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Payment Information

[] D&B subscription units (Account no: _____)
[] * Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*
[] * VISA [] Mastercard [] Amex
Card no: _____ **Expiry date:** _____
Signature: _____ *(*GST applies for cheque & credit card payment)*

Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company.
4. D&B reserves the right to change venue due to unforeseen circumstances.