

## **Project Management Training Courses**

**Sunday, 19 October - Saturday, 25 October, 2025**

- Early Bird Application Deadline: 10 July, 2025**
- Late Application Deadline: 15 September, 2025**

**Venue: Basel, Switzerland + Sightseeing Trip to Luzern / Boat Trip in Luzern Lake**



*We bring together Academic Institutions, State, Private & Public Sectors*



## Key Facts about Enrollment and Program

Arriving Day: Sunday, 19 October, 2025

Departure Day: Saturday, 25 October, 2025

Class Days: 20, 21, 22 & 23 October, 2025

Free day for participants: 24 October, 2025 (Lunch not included)

**Language of instruction:** English

### Project Management Training Info-Pack

**Course Objective** This project management course is designed to provide a comprehensive foundation in project management principles and best practices. By the end of this course, participants will:

- Gain a deep understanding of the project management landscape, including essential domains and tasks.
- Develop practical skills necessary to manage projects effectively across various industries.
- Enhance confidence through hands-on simulations and practical scenarios.
- Be equipped with the knowledge, skills, and confidence to excel as a project management professional.



## Who Should Attend this training

### Core Project Management Aspirants:

- **Entry-Level Professionals:** Those starting their careers and seeking foundational knowledge in project management.
- **Experienced Project Managers:** Individuals seeking to solidify their skills and gain global expertise.
- **Team Leaders, Product Managers, Program Managers and Portfolio Managers:** Professionals aiming to deepen their knowledge of project management.
- **Experienced Professionals Switching Careers:** Individuals from other fields considering a career change into project management.

### Cross-Functional Roles:

- **Operations Managers:** Interested in improving efficiency and managing cross-departmental projects effectively.
- **HR Professionals:** Looking to manage recruitment, training, or organizational development projects using structured approaches.
- **Finance and Budget Analysts:** Wanting to better manage project budgeting and financial planning.
- **IT Professionals:** Software developers, system analysts, and IT support teams looking to take on leadership roles in project-based work.

### **Industry-Specific Professionals:**

- Construction Managers and Engineers: Aspiring to streamline projects in their field with enhanced planning and execution skills.
- Healthcare Administrators: Managing healthcare initiatives, new technology implementation, or departmental restructuring.
- Educators and Academic Administrators: Applying project management principles to educational reforms, curriculum design, or event organization.
- Marketing and Advertising Professionals: Coordinating campaigns, product launches, or market research projects.

### **Aspiring Leaders and Managers:**

- Entrepreneurs and Startups Founders: Learning how to structure and manage business initiatives effectively.
- Consultants: Wishing to enhance their service offerings with project management insights.

### **Broader Enthusiasts:**

- Freelancers and Independent Contractors: Keen on managing their workflows and client projects efficiently.
- Nonprofit and NGO Staff: Looking to improve the execution of community projects, fundraising campaigns, or event management.
- Students and Fresh Graduates: Aspiring to build a strong skillset for entering the workforce with a competitive edge.

### **General Interest Groups:**

- Individuals Exploring Project Management Principles: Those curious about applying these principles to personal or professional tasks.
- Hobbyists and Organizers: Anyone managing complex events, community groups, or side projects.
- Transitioning Military Personnel: Seeking civilian careers where project management expertise is highly valued.



## **Project Management Course Curriculum Key Highlights**

### **Aligned with Global Standards**

- Course Alignment: The curriculum aligns with recognized project management standards and best practices for a structured learning experience.

### **Focused Course Structure**

- Comprehensive Coverage: The course covers essential project management domains, such as People, Process, and Business Environment.
- Domain-Specific Tasks: The curriculum breaks down into relevant tasks to build competencies in key project management areas.

## Practical Scenarios and Simulations

- Realistic Practice: Includes scenarios and case studies similar in complexity to real-world project challenges.
- Course as a diagnostic tool: Assessments help identify areas where participants may need to focus.

## Teaching Methodology and Tools Based on a Blended Learning Approach

- Interactive Learning: Includes group discussions, case studies, and other interactive methods to keep learning engaging.
- Power-Point Presentation with comprehensive notes

## Coaching and Mentoring

- One-on-One or Group Coaching: Access to online one-on-one or group coaching sessions post-training. (available upon request)
- Follow-Up Sessions: Q&A sessions with the course instructor for additional support. (available upon request)



## Why Take This Course?

- Gain a Competitive Edge: Project management skills are highly valued and can set you apart in the job market.
- Enhance Your Skills: Learn best practices that can be applied immediately to ongoing projects.
- Career Advancement: These skills can open doors to higher salary prospects and advanced career opportunities.
- Network with Peers: Connect with other professionals and expand your professional network.
- Expert Instruction: Learn from an experienced project management professional with extensive industry knowledge.



## Why Choose Switzerland as the Venue for Training?

- Central Location: Situated in the heart of Europe, Switzerland is easily accessible.
- High Standards: Renowned for quality education and professional development.
- Beautiful Scenery: Breathtaking landscapes and a serene environment conducive to learning.
- Safe and Hospitable: Switzerland offers a safe and welcoming environment.
- Cultural and Leisure Opportunities: Explore Swiss culture, cuisine, and attractions during your stay.



## Benefits of This Course in a Nutshell

- Comprehensive Coverage: Detailed coverage of all project management domains.
- 35 Contact Hours: This course fulfills the requirement of formal project management education.
- Realistic Practice: Engaging scenarios to prepare you for real project challenges.
- Interactive Learning: Group discussions, case studies, and hands-on activities.
- Training Materials: Comprehensive Power-Point slides
- Post-Course Support: Continued guidance up to your specified goal date (available upon request)
- Coaching and Mentoring: Personalized coaching sessions for additional support. (available upon request)
- Flexible Learning: Blended approach allowing participants to learn at their own pace.
- Participation Certificate: A certificate of participation upon course completion.

## 5-Day Project Management Training Detailed Curriculum

### Course Schedule

- Start Time: 09:00 AM (Monday-Thursday)
- End Time: 17:00 PM (Monday-Thursday)
- Lunch Break: 12:00 PM - 13:00 PM
- Short Breaks: Two 15-minute breaks each day

### Day 1: Project Initiation and Planning process groups

#### Morning Session (09:00–12:30)

#### Module 1: Introduction to project management and Project Fundamentals

- Fundamental Project Management Concepts
- Project Management Development approaches, project roles and managing change
- Overview of Processes and Domains in project management: project life cycle, Project management process groups, project management by domains
- Icebreaker: Participants share their project implementation challenges.

#### Activities:

- Group discussion on common project pitfalls.
- Case study: Identifying project success factors.



## **Day 2: Project Planning process group**

### **Morning Session (09:00–12:30)**

#### **Module 3: Creating Work Breakdown Structure (WBS) (Project Scope Management) and plan Resource management ( Project Resource Management)**

- Breaking down project deliverables into manageable tasks.
- Plan Resource management: human, financial, and material resources.
- Tools: WBS Template, Resource Allocation Matrix.

#### **Activities:**

- Hands-on activity: Develop a WBS for a selected project.
- Group discussion: Resource constraints and solutions.

### **Afternoon Session (13:30–16.30)**

#### **Module 4: Project Risk Management and Project Communication Management**

- Identifying, assessing, and mitigating risks.
- Developing a communication plan to engage stakeholders.
- Tools: Risk Register, Communication Plan Template.

#### **Activities:**

- Risk brainstorming: Identify risks for a sample project.
- Role-play: Simulating stakeholder communication scenarios.



## **Day 3: Executing and Monitoring & Controlling Process Groups**

### **Morning Session (09:00–12:30)**

#### **Module 5: Project Execution Process Group Tools and Techniques**

- Direct and manage project work (Gantt charts, Kanban boards).
- Managing project changes and scope creep.
- Tools: Project Progress Tracker and Change Request Log.

#### **Activities:**

- Simulation: Updating a project schedule with unforeseen changes.
- Group activity: Evaluate a project's progress using project management tools.

### **Afternoon Session (13:30–16:30)**

#### **Module 6: Monitoring and Evaluation (M&E)**

- Setting key performance indicators and monitoring progress.
- Evaluating project outcomes and impacts.
- Tools: Monitoring Plan Template, Evaluation Checklist.

#### **Activities:**

- Case study: Analyze an M&E report and suggest improvements.
- Group work: Develop an M&E framework for a sample project.



## **Day 4: Closing Process Group and Lessons Learned**

### **Morning Session (09:00–12:30)**

#### **Module 7: Project Closure and Reporting**

- Steps for successful project closure (handover, documentation).
- Writing project completion reports.
- Tools: Project Closure Checklist, Final Report Template.

#### **Activities:**

- Workshop: Create a project closure checklist for a completed project.
- Individual exercise: Draft an outline of a project completion report.

### **Afternoon Session (13:30–16:30)**

#### **Module 8: Reflection, Lessons Learned, and Next Steps**

- Capturing lessons learned for future projects.
- Building a culture of continuous improvement.
- Final review of project management tools and resources.

**Activities:**

- Lessons learned workshop: Reflect on the training and apply insights to participants' projects.
- Group presentation: Share key takeaways and next steps for their projects.

**Expected Outcomes**

- Participants will gain practical skills to plan, execute, monitor, and close projects effectively.
- A deeper understanding of how to apply project management tools in real-world scenarios.
- A network of peers for future collaboration and knowledge sharing.

**Scholarship & Discounts**

IPD offers support for most needed potential participants in the form of reduced participation fees.

If you wish to request a discounted participation fee amount, please write your request briefly via email before or during the application submission period.

Unfortunately IPD scholarship program does not cover all of the participation fee and international travel expenses. There have following discount opportunities:

- 10% discount for Alumni of IPD programs
- 10 % discount for Students (Valid with actual Student Card)
- 10% discounts for small NGO representatives (Valid with Organizational Reference Letter)
- 10% discount for paying together with group of participants (More than 2 person)
- 10% discount for Annual **ProPeace** Members (For registration please visit [www.ipdinstitute.ch](http://www.ipdinstitute.ch))

**Participation Fee:** All the fees stated below are calculated per participants.

- Early Bird Application Fee with Single Room: 2300EUR
- Early Bird Application Fee with Double Room: 2000EUR
- Early Bird Application Fee without Accommodation & Breakfast: 1600EUR
- Late Application Fee with Single Room: 2650EUR
- Late Application Fee with Double Room: 2350EUR
- Late Application Fee without Accommodation & Breakfast: 1950EUR

**Participation Fee includes**

- Accommodation
- Two Meals per class day (Breakfast & Lunch expenses included in the fee)
- Course & Stationary Materials (Badge, File, Notebook and Pen)
- Free WiFi
- Program Fee
- Certificate

- Cables and adapters
- Coffee-Tea breaks per class days
- Invitation Letter
- Application Fee
- Free **BASELCARD** for who is paid for Accommodation for whole training period which includes
  - ❖ Free Use of public transport in Basel City
  - ❖ Free WiFi at 17 hotspots
  - ❖ A one-time 50% discount on
    - admission to museums (incl. special exhibitions)
    - entry to Basel Zoo
    - admission to Theatre Basel (only applies to tickets purchased at the box office)
    - 2-hour tour on the sightseeing bus
    - walking tour of the old town
    - scheduled trips on cruises offered by Basler Personenschiffahrt

### **B) Trip to Lucerne & Boat Trip in Lucerne Lake (Available Upon Request during Free Day)**

We offer to participants trip together to Lucerne city & Boat Trip in Lucerne lake during Free Day of Program. We will visit historical and natural places of Lucerne city include nearby Pilatus mountain. If you wish to join this unforgettable trip, Please confirm offered travel price and your participation in filled Application.



Participation Fee: 190EUR

Fee includes

- Trip by Shuttle bus from in front of Hotel in Basel city to Lucerne city & back to Hotel of Participants in Basel city
- Driver of Shuttle bus for whole trip period
- 1 Ticket to Boat trip in Lucerne Lake

**PS:** Participants responsible for the Lunch expenses during trip to Lucerne Trip

### **C) Additional Expenses:** Unrefundable

- Additional Single/Double room stay includes breakfasts & local city transport ticket: Available upon request
- Welcome meeting in Basel Airport, Personal Driver and transfer to hotel: 130EUR per person

### **Cancellation Rules & Procedure**

Below stated high cancellation prices stated because of to prevent the mass application submission of non-serious people and prevent the financial risks of accommodation expenses.

Please note that after submission of the application, any participation cancellation until **1 September, 2025** the charge will be **750€** from the paid participation fee for the administrative charges.

For participation cancellation between **1 September** and **30 September, 2025** the charge will be **1350€** (not including bank transfer and exchange rates costs) for the participants from the paid participation fee for the administrative charges.

For participation cancellation after **30 September, 2025**, there will be no refund on the paid participation fee. Participant responsible to inform IPD directly by email or post about his/her participation cancellation.

### Event Place & Accommodation

Please note that because of the availability of limited number of Accommodation rooms for IPD in our partner **Hotel Rheinfelderhof** where the Project Management Courses will be held and that is why we strongly advice applicants do they best to register for Program as soon as possible for we book the relevant room on time.

#### Event Place & Accommodation

Hotel Rheinfelderhof

Hammerstrasse 61, 4058 Basel, Switzerland

[www.rheinfelderhof.ch](http://www.rheinfelderhof.ch)



### IPD Bank Account

Beneficiary`s Name: Institute for Peace and Dialogue (IPD)

Bank Name: PostFinance Ltd

Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland

Account number: 91-577724-2 EUR

IBAN: CH 27 0900 0000 9157 7724 2

SWIFT code: POFICHBEXXX

### Organizer

**Institute for Peace and Dialogue (IPD)** is an independent, international non-profit and non-religious institute located and registered in Basel, Switzerland where it dedicates itself in the promotion of the prevention of conflicts between and within states, organizations and individuals by implementing academic programs and strengthening institutional dialogue between state institutions, private entities and civil society organizations. IPD invites state institutions, companies, INGOs, think tank centres, researchers, media and interested public actors to the cooperation and implementation of creative, innovative, effective and sustainable initiatives for the sake of empowering constructive intercultural dialogue, mediation, global governance, leadership responsibility, peaceful conflict transformation, active world citizenship, human rights defence, security and welfare.

### Our Vision

Our vision is the education of an institutionalized civil society platform in peace-building, mediation, conflict transformation and intercultural dialogue, to convey a peaceful approach and behavior.

## Our Mission

Our mission is to empower state, public and private institutions capacities in peacebuilding, conflict resolution, mediation and intercultural dialogue fields to build up a solution-oriented positive thinking in their work, community and family in order to have institutional impact for the sake of whole society development.

## IPD Previous Academic Programs

- 4<sup>th</sup> International Winter Academy: 17 - 27 November, 2024 in Basel, Switzerland
- 14<sup>th</sup> International Summer Academy: 5 - 21 August 2024 in Basel, Switzerland
- 3<sup>rd</sup> International Winter Academy: 21 - 29 November, 2023 in Basel, Switzerland
- 13<sup>th</sup> International Summer Academy: 7 - 21 August 2023 in Basel, Switzerland
- Capacity Building Training Course: 19 - 26 December, 2022 in Basel, Switzerland
- Executive Training for Nigerian Senior State Officials: 30 November - 6 December, 2019 in Basel, Switzerland
- 1<sup>st</sup> & 2<sup>nd</sup> Basel Global Peace Conference: 4 & 13 August, 2019 in Basel, Switzerland
- 12<sup>th</sup> International Summer Academy: 13 - 22 August 2019 in Basel, Switzerland
- 11<sup>th</sup> International Summer Academy: 4 - 13 August 2019 in Basel, Switzerland
- 2<sup>nd</sup> International Autumn Academy: 27 October - 03 November, 2018 in Zug, Switzerland
- 10<sup>th</sup> International Summer Academy: 25 July - 03 August 2018 in Zug, Switzerland
- 9<sup>th</sup> International Summer Academy: 16 - 25 July, 2018 in Zug, Switzerland
- 1<sup>st</sup> International Spring Academy: 5 - 12 May, 2018 in Zug, Switzerland
- 1<sup>st</sup> International Autumn Academy: 29 October - 04 November, 2017 in Zug, Switzerland
- 8<sup>th</sup> International Summer Academy: 11 - 20 August, 2017 in Zug, Switzerland
- 7<sup>th</sup> International Summer Academy: 20 - 29 August, 2017 in Zug, Switzerland
- 2<sup>nd</sup> International Winter Academy: 17 - 26 February, 2017 in Zug, Switzerland
- 6<sup>th</sup> International Summer Academy: 19 - 29 August, 2016 in Zug, Switzerland
- 5<sup>th</sup> International Summer Academy: 9 - 19 August, 2016 in Zug, Switzerland
- 1<sup>st</sup> International Winter Academy: 15 - 25 February, 2016 in Zug, Switzerland
- 4<sup>th</sup> International Summer Academy: 17 - 27 August, 2015 in Zug, Switzerland
- 3<sup>rd</sup> International Summer Academy: 07 - 17 August, 2015 in Zug, Switzerland
- 2<sup>nd</sup> International Summer Academy: 17 - 27 August, 2014 in Zug, Switzerland
- 1<sup>st</sup> International Summer Academy: 01 - 11 September 2013 in Vienna, Austria

## About the Trainer

With over 15 years of experience in project management and a proven track record across diverse industries, Project Management trainer is dedicated to empowering professionals through comprehensive project management courses. Their expertise includes:

- **Educational Background:** Master of Business Administration in European Management, Berlin School of Economics and Law.
- **Certifications:** PMP, PMI-ACP, PRINCE2, PSM I, PSPO I.
- **Industry Experience:** Healthcare, Consulting, IT & Services, Retail, Automotive.
- **Training Expertise:** Successfully conducted over 50 project management training sessions, supporting the development of more than 1,000 professionals with a 95% success rate in achieving their goals

## Contact person for any questions

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**If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email or via LinkedIn or via Skype and inform your IT Department about the existed technical problem**

**We are looking forward to seeing you in our Project Management Course**

**IPD Training Programs: Theory - Practice - Research - Exchange - Networking - Contribute**

