Project Management Training Courses

- I Session: Sunday, 4 May - Sunday, 11 May, 2025
- II Session: Sunday, 1 June - Sunday, 8 June, 2025
- III Session: Sunday, 15 June - Sunday, 22 June, 2025

Each Session has same 5 days course topics. Applicants need to select one of the Session for participation.

Early Bird Application Deadline: 10 February, 2025
Late Application Deadline: 31 March, 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

I Session: Sunday, 4 May (Arriving Day) - Sunday, 11 May (Departure Day), 2025
Class Days: 5, 6, 7, 8 & 9 May, 2025
Free day for participants: 10 May, 2025 (Lunch not included)

II Session: Sunday, 1 June (Arriving Day) - Sunday, 8 June (Departure Day), 2025
Class Days: 2, 3, 4, 5 & 6 June, 2025
Free day for participants: 7 June, 2025 (Lunch not included)

III Session: Sunday, 15 June (Arriving Day) - Sunday, 22 June (Departure Day), 2025
Class Days: 16, 17, 18, 19 & 20 June, 2025
21 June, 2025 - Free day for participants (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-Friday)
- End Time: 17:00 PM (Monday-Friday)
- Lunch Break: 12:00 PM - 13:00 PM
- Short Breaks: Two 15-minute breaks each day

Day 1: Introduction and Domain 1 - People

Morning Session:
- **09:00 - 09:30**: Introduction to Project Management
  - Overview of Project Management Principles
  - Course Structure and Format
  - Introduction to core Project Management Concepts

- **09:30 - 10:15**: Domain 1: People
  - Task 1: Manage Conflict
    - Enablers: Interpret the source and stage of the conflict, analyze the context for the conflict, evaluate/recommend/reconcile the appropriate conflict resolution solution. (non-exhaustive list)
- **10:15 - 10:30**: Short Break
- **10:30 - 11:15**: Task 2: Lead a Team
  - Enablers: Set a clear vision and mission, support diversity and inclusion, value servant leadership, determine an appropriate leadership style. (non-exhaustive list)
- **11:15 - 12:00**: Task 3: Support Team Performance
  - Enablers: Appraise team member performance, support and recognize team member growth and development, determine appropriate feedback approach. (non-exhaustive list)

Lunch Break: 12:00 - 13:00

Afternoon Session:
- **13:00 - 13:45**: Task 4: Empower Team Members and Stakeholders
  - Enablers: Organize around team strengths, support team task accountability, evaluate demonstration of task accountability, determine and bestow levels of decision-making authority. (non-exhaustive list)
- **13:45 - 14:30**: Task 5: Ensure Team Members/Stakeholders Are Adequately Trained

- o Enablers: Determine required competencies, align with training objectives, develop training plans, conduct training, measure training outcomes. (non-exhaustive list)
- **14:30 - 14:45**: Short Break
- **14:45 - 15:30**: Task 6: Build a Team
- o Enablers: Appraise team skills, maintain team knowledge transfer, promote team cohesiveness, investigate team dysfunctions. (non-exhaustive list)

- **15:30 - 16:15:** Task 7: Address and Remove Impediments, Obstacles, and Blockers
- o Enablers: Determine critical impediments, obstacles, and blockers for the team, prioritize them, use networks to implement solutions, reassess continually to ensure they are being addressed. (non-exhaustive list)
- **16:15 - 17:00**: Task 8: Negotiate Project Agreements
- o Enablers: Analyze the bounds of the negotiations, assess priorities and determine ultimate objectives, verify agreement. (non-exhaustive list)

Day 2: Domain 1 - People (Continued) and Domain 2 – Process

Morning Session:
- **09:00 - 09:30**: Recap of Day 1
- o Review key concepts and tasks covered on Day 1
- **09:30 - 10:15**: Task 9: Collaborate with Stakeholders
- o Enablers: Evaluate engagement needs for stakeholders, optimize alignment between stakeholders' needs and project objectives, build trust and influence stakeholders. (non-exhaustive list)

- **10:15 - 10:30**: Short Break
- **10:30 - 11:15**: Task 10: Build Shared Understanding
- Enablers: Break down the situation to identify root causes, survey all necessary parties to reach consensus, support outcome of parties' agreements, investigate potential misunderstandings. (non-exhaustive list)

- **11:15 - 12:00**: Task 11: Engage and Support Virtual Teams
- Enablers: Examine virtual team needs (e.g., environment, geography, culture, global, etc.), investigate alternatives (e.g., communication tools, colocation), implement options. (non-exhaustive list)

- **Lunch Break: 12:00 - 13:00**

  Afternoon Session:
- **13:00 - 13:45**: Task 12: Define Team Ground Rules
- Enablers: Communicate organizational principles with team and external stakeholders, establish an environment that fosters adherence to ground rules, manage and rectify ground rule violations. (non-exhaustive list)
- **13:45 - 14:30**: Task 13: Mentor Relevant Stakeholders
- Enablers: Allocate the time to mentor, recognize and act on mentoring opportunities. (non-exhaustive list)
- **14:30 - 14:45**: Short Break

- **14:45 - 15:30**: Task 14: Promote Team Performance through the Application of Emotional Intelligence
- Enablers: Assess behavior through the use of personality indicators, analyze personality indicators and adjust to the emotional needs of key project stakeholders. (non-exhaustive list)
- **15:30 - 16:15**: Introduction to Domain 2: Process
- Task 1: Execute Project with the Urgency Required to Deliver Business Value

- Enablers: Examine the business value throughout the project, support the team to subdivide project tasks, assess opportunities to deliver value incrementally. (non-exhaustive list)

- **16:15 - 17:00**: Task 2: Manage Communications
- Enablers: Analyze communication needs of all stakeholders, determine communication methods, establish feedback processes, communicate project information. (non-exhaustive list)

Day 3: Domain 2 - Process (Continued)

Morning Session:
- **09:00 - 09:30**: Recap of Day 2
- Review key concepts and tasks covered on Day 2
- **09:30 - 10:15**: Task 3: Assess and Manage Risks
- Enablers: Determine risk management options, evaluate risk management outcomes, prioritize risks, implement risk response plan. (non-exhaustive list)
- **10:15 - 10:30**: Short Break
- **10:30 - 11:15**: Task 4: Engage Stakeholders
- Enablers: Analyze stakeholder needs, engage stakeholders in project decision-making, manage stakeholder expectations, maintain stakeholder relationships. (non-exhaustive list)

- **11:15 - 12:00**: Task 5: Plan and Manage Budget and Resources
- Enablers: Estimate budgetary needs based on the scope of the project, anticipate future budget challenges, analyze budget trends, maintain project budget. (non-exhaustive list)

Lunch Break: 12:00 - 13:00

Afternoon Session:
- **13:00 - 14:00**: Task 6: Plan and Manage Schedule
- Enablers: Estimate project tasks, milestones, and deliverables; use scheduling tools and techniques; measure schedule performance. (non-exhaustive list)
- **14:00 - 14:45**: Task 7: Plan and Manage Quality of Products/Deliverables
- Enablers: Determine quality standards required for project deliverables, recommend options for improvement, continually survey project deliverable quality. (non-exhaustive list)
- **14:45 - 15:00**: Short Break
- **15:00 - 16:00**: Task 8: Plan and Manage Scope
- Enablers: Determine and prioritize requirements, break down scope into manageable components, monitor scope elements, validate scope. (non-exhaustive list)

- **16:00 - 17:00**: Task 9: Integrate Project Planning Activities
- Enablers: Consolidate project/phase plans, assess consolidated plans for dependencies, analyze the data collected, communicate and facilitate plan adjustments. (non-exhaustive list)

Day 4: Domain 2 - Process (Continued)

Morning Session:
- **09:00 - 09:30**: Recap of Day 3
- Review key concepts and tasks covered on Day 3
- **09:30 - 10:15**: Task 10: Manage Project Changes
  Enablers: Anticipate and embrace the need for change (with an emphasis on controlled project change), determine strategy to handle changes, execute change management strategy, determine and use appropriate change tools and techniques. (non-exhaustive list)
- **10:15 - 10:30**: Short Break
- **10:30 - 11:15**: Task 11: Plan and Manage Procurement
- Enablers: Determine procurement needs, establish procurement strategy, establish agreements and contracts, manage contract and procurement activities, close contracts. (non-exhaustive list)

- **11:15 - 12:00:** Task 12: Manage Project Artifacts
- o Enablers: Determine the requirements for managing the project artifacts, validate that project information is kept up-to-date, continually assess the effectiveness of the management of project artifacts. (non-exhaustive list)

Lunch Break: 12:00 - 13:00

Afternoon Session:
- **13:00 - 14:00**: Task 13: Determine Appropriate Project Methodology/Methods and Practices
- o Enablers: Assess project needs, constraints, and assumptions; recommend project execution strategy; recommend a project methodology; use iterative, incremental practices throughout the project lifecycle (non-exhaustive list).

- **14:00 - 15:00**: Task 14: Establish project governance structure
- o Enablers: Determine appropriate governance for a project (e.g., replicate organizational governance), define escalation paths and thresholds (non-exhaustive list).
- **15:00 - 15:15**: Short Break
- **15:15 - 16:15**: Task 15: Manage project issues
- o Enablers: Recognize when a risk becomes an issue, attack the issue with the optimal action to achieve project success, collaborate with relevant stakeholders on the approach to resolve the issues (non-exhaustive list).
- **16:15 - 17:00**: Task 16: Ensure knowledge transfer for project continuity
- o Enablers: Discuss project responsibilities within team, outline expectations for working environment, confirm approach for knowledge transfers (non-exhaustive list).

Day 5: Domain 3 - Business Environment and Final Review

Morning Session:
- **09:00 - 09:30**: Recap of Day 4
- o Review key concepts and tasks covered on Day 4

- **09:30 - 10:30**: Task 17: Plan and manage project/phase closure or transitions
- Enablers: Determine criteria to successfully close the project or phase, validate readiness for transition (e.g., to operations team or next phase), conclude activities to close out project or phase (e.g., final lessons learned, retrospective, procurement, financials, resources) (non-exhaustive list).
- **10:30 - 10:45**: Short Break
- **10:45 - 12:00**: Introduction to Domain 3: Business Environment
- Overview of Business Environment domain and its significance
- Task 1: Plan and Manage Project Compliance
- Enablers: Confirm project compliance requirements, classify compliance categories, determine potential threats to compliance, use methods to support compliance, analyze the consequences of noncompliance, determine the necessary approach and action to address compliance needs. (non-exhaustive list)

- **Lunch Break: 12:00 - 13:00**

Afternoon Session:

- **13:00 - 13:45**: Task 2: Evaluate and Deliver Project Benefits and Value
- Enablers: Investigate that benefits are identified, validate that measurement criteria are defined, evaluate delivery options to demonstrate value, appraise stakeholders of value gain progress. (non-exhaustive list)
- **13:45 - 14:30:** Task 3: Address Internal and External Business Environment Changes for Impact on Scope
- Enablers: Survey changes to the internal and external business environment, assess and prioritize impact on project scope, recommend options for scope changes, continually review external business environment changes. (non-exhaustive list)
- **14:30 - 14:45:** Short Break

- **14:45 - 16:00**: Task 4: Support Organizational Change
- ○ Enablers: Assess organizational culture, evaluate the impact of organizational change to project, determine required actions to address the organizational change. (non-exhaustive list)
- **16:00 - 17:00: Final Review and Q&A**
- ○ Focus on the most critical and challenging areas
- ○ Addressing any final questions
- ○ Providing additional resources and study tips

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)

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

- Early Bird Application Fee with Single Room: 2150EUR
- Early Bird Application Fee with Double Room: 1900EUR
- Early Bird Application Fee without Accommodation & Breakfast: 1500EUR

- Late Application Fee with Single Room: 2550EUR
- Late Application Fee with Double Room: 2300EUR
- Late Application Fee without Accommodation & Breakfast: 1800EUR

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 Personenschifffahrt

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 **3 March, 2025** the charge will be **750€** from the paid participation fee for the administrative charges.
For participation cancellation between **3 March** and **7 April, 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 **7 April, 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

IPD Bank Account

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

- 4th International Winter Academy: 17 - 27 November, 2024 in Basel, Switzerland
- 14th International Summer Academy: 5 - 21 August 2024 in Basel, Switzerland
- 3rd International Winter Academy: 21 - 29 November, 2023 in Basel, Switzerland
- 13th 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
- 1st & 2nd Basel Global Peace Conference: 4 & 13 August, 2019 in Basel, Switzerland
- 12th International Summer Academy: 13 - 22 August 2019 in Basel, Switzerland
- 11th International Summer Academy: 4 - 13 August 2019 in Basel, Switzerland
- 2nd International Autumn Academy: 27 October - 03 November, 2018 in Zug, Switzerland

- 10th International Summer Academy: 25 July - 03 August 2018 in Zug, Switzerland
- 9th International Summer Academy: 16 - 25 July, 2018 in Zug, Switzerland
- 1st International Spring Academy: 5 - 12 May, 2018 in Zug, Switzerland
- 1st International Autumn Academy: 29 October - 04 November, 2017 in Zug, Switzerland
- 8th International Summer Academy: 11 - 20 August, 2017 in Zug, Switzerland
- 7th International Summer Academy: 20 - 29 August, 2017 in Zug, Switzerland
- 2nd International Winter Academy: 17 - 26 February, 2017 in Zug, Switzerland
- 6th International Summer Academy: 19 - 29 August, 2016 in Zug, Switzerland
- 5th International Summer Academy: 9 - 19 August, 2016 in Zug, Switzerland
- 1st International Winter Academy: 15 - 25 February, 2016 in Zug, Switzerland
- 4th International Summer Academy: 17 - 27 August, 2015 in Zug, Switzerland
- 3rd International Summer Academy: 07 - 17 August, 2015 in Zug, Switzerland
- 2nd International Summer Academy: 17 - 27 August, 2014 in Zug, Switzerland
- 1st 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