

SCHEDULE & CONTENT

Day 1

- Introduction to Project Management
 - What is a project? What's a Program? What is a Portfolio?
 - What is Project Management?
 - Responsibilities of a Project Manager
 - A Career in Project Management
- Project Management Frameworks and Methodologies
 - PMBOK Guide 5th Edition
 - SCRUM – Agile Project Management
 - Lean Project Management
- PMBOK Guide 5th Edition
 - Quiz – Chapter Start
 - 46 Processes
 - 10 Knowledge Areas
 - 5 Process Groups
 - Activities
 - Case Studies
 - Role Plays
 - Quiz – Chapter End

Day 2

- Agile Project Management
 - Quiz - Chapter Start
 - General Knowledge
 - Agile Manifesto
 - Different Agile Management Styles
 - SCRUM Introduction
 - SPRINT
 - Significance of "Done"
 - 5 SCRUM Values
 - SCRUM Roles
 - SCRUM Master
 - Product Owner
 - The Team &
 - SCRUM Meetings
 - Sprint Planning Meeting
 - Daily SCRUM Meeting
 - Sprint Review Meeting
 - Sprint Retrospective Meeting
 - Release Planning Meeting
 - SCRUM Artefacts
 - Product Backlog
 - Product Increment & Definition of "Done"
 - Sprint Backlog
 - Burndown Charts
 - Quiz – Chapter End

Day 3 & Day 4

- Problem Solving Techniques
- Decision Making Techniques
- Innovation
 - Introduction
 - History
 - Case Studies
 - Types of Innovation
 - Degrees of Innovation
 - Innovation Management Process
 - Drivers of Innovation
 - Barriers to Innovation
 - Pre-requisites for Innovation (Personal & Organizational)
 - Idea Generation & Evaluation Techniques
- Process Improvement
 - Lean Thinking (Lean Management)
 - Introduction to Lean
 - 8 Types of Waste
 - 5 Principles of Lean
 - Mistake Proofing (Poka-Yoke)
 - VA-NVA Analysis
 - Standard Work
 - Visual Management & A3 Thinking
 - Root Cause Analysis
 - High-Level & Mid-Level Process Mapping
 - VSM
 - 5S
 - Six Sigma
 - Introduction to Six Sigma
 - Six Sigma Roles & Phases
 - Six Sigma Metrics
 - Understanding Graphs in Six Sigma
 - Process Analysis
 - Basics of Statistics
 - DMAIC
 - Define
 - Measure
 - Analyze
 - Improve &
 - Control
 - Project Scoping
 - Project Definition

Day 5

- Employee Engagement Management
- Performance Management & KPIs
- Delegating Work
- Feedback
- Team Management
 - Developing Your Team
 - Coaching Your Team
 - Motivating Your Team
 - Team Dynamics
 - Managing Difficult People
 - Managing Difficult Situations

Eligibility:

Minimum 4 years of work experience in various project roles.

Certification:

All participants will be awarded a "Certification of Completion" upon successful completion of 5 days of training & the certification exam conducted on the last day. Participants who fail the exam will be provided a "Certificate of Participation" after completing 5 days of training.

Details:

This training is uniquely designed to introduce attendees to the basics of Project, Process & People management. It equips them with minimum tools and techniques to start as a professional in any of the 3 areas. But sustaining and growing in those roles might require further specialized trainings in any of the 3 areas.