



## PROJECT MANAGEMENT LEADERSHIP SKILLS

PMI- REP Certified Program (21 PDUs)

### Introduction

In today's ever-changing business environment administrative and technical skills alone are no longer sufficient to deal with the complexities of modern project undertakings. Project managers who want to compete on a world-class level must understand the human side of their organization and business processes as well.

The objective of this course is to enlighten the latest approaches to project management, which has become an important tool for dealing with time-to-market, resources, limitations, downsizing, and global competition. This includes dealing with project teams, delegation, motivation, empowerment, accountability, conflict management and communication.

The course follows the outline of the Project Management Body of Knowledge (**PMBOK**) and Project Management Competency Development (**PMCD**) standards. There will be self-assessment for the set of personal and leadership skills that a Project Manager must possess

### Course outline

- Projects and Operations and Current Trends
- What Projects Exist within an Organization;
- Why Projects Fail?
- Project Phases and Life Cycle
- Project Management Body of Knowledge
- Functional, Matrix, and Projectized Organization
- Project Management Maturity Levels: Ad Hoc, Consistent, Integrated, Comprehensive, Optimizing
- Project Management Competencies
  - Achievement and Action
  - Helping and Human Service
  - Impact and Influence
  - Managerial, Cognitive, Personal Effectiveness
- Communication Skills
  - Rules for Effective Communication
  - Goals of Interpersonal Communication
  - Types of Project Communication
- Motivation Process
  - Maslow's Hierarchy of Needs
  - Creating A Motivational Project Environment
- Project Conflicts
  - Positive and Negative Value of Conflicts
  - Conflict Management Techniques
- Principles of Negotiation
  - Impact of Culture on Negotiation
  - Negotiation Process
  - Guidelines for successful Negotiations

#### What does Registration Cost?

SYP 35.000/individual

- Training fees
- Materials & study manuals

**The above price is subject to group discounts based on quantity.**

#### Who Should Attend?

This 3-day course is targeted for Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers.

### The Syrian Consulting Bureau for Development & Investment (SCB)

SCB is a consultancy and training firm established in Damascus in 1991 by Dr. Nabil Sukkar, former Senior Economist at the World Bank in Washington D.C.

Its services include economic and policy research, corporate finance and financial advisory, project feasibility studies, market and marketing research, and recruitment and training.

SCB is committed to enhancing business performance through upgrading management practices, human resource development, and capacity building.

We specialize in all aspects of management development and corporate training. We work as partners with our client to develop result cost effective solutions to help companies achieve and maintain competitive advantage in the Syrian market.

Official website:  
[www.scbdi.com](http://www.scbdi.com)



- Managing Stress
  - Three-Stage Stress Reaction
  - Sources of Stress and How to Manage It
- Leadership Traits and Skills
  - Principles of Leadership
  - Roles of Project Leadership and Project Managers
- Teamwork and Team Building
  - Effective work methods and procedures
  - Team Development
- Power & Politics in Project Management

#### Certificate

A certificate of completion will be issued upon completion of the program.

This course entitles delegates to 21 Professional Development Units (PDU) out of the 35 PDU's required for the PMP Certification Exam

### Course Instructor

#### **Saadi Adra, PMP, MBA, CCE, CDIA and PMI Certified OPM3 Assessor/Consultant**

Managing Partner for PMAG SAL, Project Management Advisory Group - CMCS sister company in Lebanon.

Developed and managed programs with tens of projects, developed business plans and initiated new companies and managed change.

Mr. Saadi Adra has 18 years experience in Organizational Development, Systems Integration, Leadership and Entrepreneurship skills.

Worked in the Gulf and the Levant, developed international vendor representation and techno-marketing, covering diverse industries programs and projects in the fields of IT Infrastructure, Document Management Systems, Web Portals, System Integration, E-Government, Engineering and Construction, Holding Companies, Oil & Gas, Industrial Automation, HRIS, Health Information Systems, Higher Education Systems, Quality Management Systems (ISO9001:2000) and Corporate Business Solutions Development.

He is a Computer & Communications Engineer (CCE), The American University of Beirut, Certified Project Management Professional (PMP), PMI Certified OPM3 Assessor/Consultant, Certified Document Imaging Architect (CDIA), MBA from Global University.

### Collaboration Management & Control Solutions (CMCS) Profile

is a Dubai based company specializing in assisting organizations in achieving their strategic objectives by empowering them with the state-of-the-art Project Management Information System (PMIS) solutions

### The Project Management Institute Registered Education Program

The PMI Registered Education Provider (R.E.P.) Program is designed to facilitate the ongoing professional development of PMI Members, Project Management Professionals (PMPs), and other project management stakeholders by linking stakeholders and training coordinators with qualified Providers and products.

Examples of Registered Education Providers may include PMI Chapters and Specific Interest Groups (SIGs), consultants, schools, corporate training centers, government agencies, professional associations, and any other providers of education related to project management

**This is to confirm my/our attendance to:  
The Project Management Leadership Skills course**

Date: February 1-2-3, 2010

**Organization**

Full name of organization .....

Mailing address .....

Country .....City .....

Email Address .....

Fax number .....

Telephone .....

**Delegates Information**

**Delegate 1:**     Mr.             Ms.             Mrs.             Other -----

Full name .....

Job title .....Department.....

Personal email .....Personal mobile .....

**Delegate 2:**     Mr.             Ms.             Mrs.             Other -----

Full name .....

Job title .....Department.....

Personal email .....Personal mobile .....

**Delegate 3:**     Mr.             Ms.             Mrs.             Other -----

Full name .....

Job title .....Department.....

Personal email .....Personal mobile .....

**Payments**

Amount of cash or cheque enclosed (circle as appropriate)            SP\_\_\_\_\_

Cheques should be made to the order of:

**The Syrian Consulting Bureau for Development and Investment (or)**

المكتب الاستشاري السوري للتنمية والاستثمار

Please return cheque and form to:

The Syrian Consulting Bureau for Development and Investment

Zuheir Ben Abi Sulma St. X Lissaneddin Ibin Al-Khateeb St.

Rawda District, Bldg. 1, 2nd floor, Damascus, Syria

Phone: 3340710, Fax: 3340711

**A confirmation letter and invoice will be sent upon receipt of your registration**

**The Syrian Consulting Bureau for Development & Investment (SCB)**

SCB is a consultancy and training firm established in Damascus in 1991 by Dr. Nabil Sukkar, former Senior Economist at the World Bank in Washington D.C.

Its services include economic and policy research, corporate finance and financial advisory, project feasibility studies, market and marketing research, and recruitment and training.

SCB is committed to enhancing business performance through upgrading management practices, human resource development, and capacity building.

We specialize in all aspects of management development and corporate training. We work as partners with our client to develop result cost effective solutions to help companies achieve and maintain competitive advantage in the Syrian market.

**This is a public course. Groups that are interested to hold an in-house course may please contact us for further information**