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Project Management

PC | MAC

Project
Management
Skills for HR

May 18, 2015 - Karachi **|** **May 20, 2015** - Lahore

Course Overview

Human Resource stands as a key component in increasing the quality and maturity of Project Management. Due to the rapid changes in business environment and the pressure of intense competition, more and more organizational operations are moving towards project-based work. As such, it is important than ever for HR professionals to develop and strengthen their Project Management Skills.

Project Management Skills for HR is designed to broaden the understanding of project management principles, raise awareness of skills and knowledge needed to successfully execute project plans and manage change initiatives. It will also provide its attendees with tools and techniques to grasp potential risks and pitfalls that often befall project implementation. Finally, the workshop will educate the HR professionals how to make best decisions in planning, managing and closing a human resource related project, providing an additional level of credibility within the organization.

Bonus
- FREE Enterprise level PM software worth U$D 200
- Exercise booklet
- Approved 8 PDUs e-certificate

Learning Outcomes

- **LEARN** the processes and knowledge areas of project management
- **FIND OUT** the benefits, project management bring to organizations
- **IDENTIFY** the roles and responsibilities of a HR project manager
- **LEARN** the tools and techniques to grasp potential risks and pitfall that often befall project implementation
- **UNDERSTAND** how to initiate, plan, execute, monitor, control and close a human resource related project

Course Facilitator:

Mohammad Asim

Lead a key role in Project Management domain at NASA (USA)

Render Project Management expertise in political presidential campaigns of John Kerry and Barak Obama

Over 23 years on ground experience on Program and Project Management

Adjunct Faculty Member at DePaul University, Chicago, Illinois, USA

Member PMI® Chapters in Chicagoland, Nashville, Dallas, Wine Country, Kuala Lumpur

...only from Octara!!!

For Details & Registration :
Karachi: 021-34536306-12-14, 34547141 | Lahore: 042-35763064 - 63 | register@octara.com | www.octara.com

1 History of Project Management Discipline
- Ancient time to 1950's
- Segmented to Industry Independent Project Management
- Project Management Institute (PMI®)

2 Introduction to the Project Management Discipline
- Business Value of Project Management
- Defining Project
  - ▶ Project vs. Operation
  - ▶ Functional vs Cross Functional
  - ▶ A Project Requires
  - ▶ Project Management Lexicon
  - ▶ What can be relevant Human Resources Projects

3 Defining Project Manager
- The FIVE Process Groups
- The TEN Knowledge Areas
- Formal vs Informal Project Manager
- Programs and Portfolios
- Roles and Responsibilities of
  - ▶ Project Sponsor
  - ▶ Project Manager
  - ▶ Stakeholders

4 Project Management for Human Resources
- Opening Stance on Project Management for Human Resources
- Blast from the past
- Benefits of Project Mangement to Organizations
- Human Resources Roles and Responsibilities within any Project
- How to find the RIGHT training provider?
- Assisting your organization to search, hire and retain the RIGHT Project/Program Manager
- How to select and train the RIGHT person for a Project Manager position?

5 PMI® and Non PMI® Certification
- PMI® certificates vs others
- Ingredient, Recipe, Cookbook and Kitchen
- Six Sigma
- CCPM
- ITIL3
- Prince2
- Agile

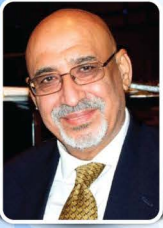**6 Clarification and Ambiguity Removal**

This course is targeted towards HR Professionals with experience operationally so that they can have a good knowledge of the issues relating to project management within an organization. Appropriate job titles would include:

- Senior HR Managers
- HR Directors
- HR Analysts
- HR Specialists
- Heads of HR
- HR Business Partners

Mohammad Asim

Mohammad Asim, an integrity driven, delivery oriented and accomplished Project Management Professional (PMP®) , Possesses over 23 years of on-Ground Program and Project Management expertise with NASA (USA) Jet Propulsion Laboratory (JPL); political presidential campaigns of John Kerry and Barak Obama; top tiered US telcos like Illinois AT&T, CenturyLink, Verizon and Comcast; two of the US based world`s most prestigious financial exchanges National Stock Exchange and Chicago Board Options Exchange; and government entities like The City of Chicago, US Department of Energy, Ministry of Science and Technology and Government of Pakistan, to name a few

Mohammad Asim has started his career as physicist at Fermilab, Illinois, USA, after completing his masters in Science majoring physics. Before pursuing his masters' degree, he has completed his Bachelor degree majoring in computer Information System. He is an acknowledge speaker in C – circle educating C – level executives in business strategic thinking, planning and its deployment in program and project management within IT, Software incubators, Telecom, Political, financial, Education, Retail, Government, Insurance and Health Industry domains and more; both nationally and internationally covering North and South America, Europe and Asia.

Mohammad Asim was the key player to involve PMI Chicagoland Chapter and then PMI® to form Project Management core team for The City of Chicago, USA in its strategic bid for the 2016 Summer Olympics Games. He was an integral part of the Project Management Office (PMO) that created business scenarios, if 2016 Summer Olympics Games to be awarded to the City of Chicago.

M. H. Asim has trained participants from

BLOCKBUSTER · MIMOS · KDEB · Microsoft · CISCO · WOODWARD · NASA · MALAYAN BANK A Savings Bank · maxis · CBOE Chicago Board Options Exchange · HRDF MALAYSIA · TM · Shell · Sime Darby · NVIDIA · NSX National Stock Exchange · INTERNATIONAL UNIVERSITY OF MALAYA-WALES IUMW · citibank · AMERICAN IMAGING MANAGEMENT · City of Chicago · TALISMAN ENERGY · BASF The Chemical Company

Here's what past particpants said about Asim:

"Asim is a leader in the field of Program and Project Management. His immensely valuable knowledge, leadership and guidance have been of enormous value in setting our PMO.
Brenda Layette, Group Project Management Strategy Director, CITRIX

Through the knowledge imparted by Mohammad Asim, I learned how Project Management brings a discipline to the lifecycle of corporate projects, increasing the possibility of success in the areas of budget, schedule, and scope.
Bob Valance, Cloud Services Release Manager, CISCO

I would like to pay my special thanks to Mohammad Asim PMP® for his unique approach in teaching PMP® and motivation to clear the exam in first attempt.
David Mathew, Manager Telco Network Design maxis

Project Management Skills for HR

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Workshop Investment

PKR 20,000/-(+GST)

(Introductory Fee) (Fee per participant)
(GST Lahore 16% / GST Karachi 15%)
Fee includes course material, Octara Certificate,
lunch, refreshments & business networking

For Registration & Details

Phone : 021-34536306-12-14, 021-34547141 (KHI)
042-35763063 - 64 (LHE)
Fax : 021-34520708
Email : register@octara.com
Web : www.octara.com

Payment

A confirmation letter/e-mail and invoice will be sent
upon receipt of your registration.
Note: Full payment must be received in
advance to confirm enrollment.

Send your cheque in favor of
Octara Private Limited
Muhammad Imran Anwer
Octara Private Limited
1/E-37, Block-6, P.E.C.H.S., Karachi.
Tel: 021-34534261, 021-34536315, Cell: 0321-2670041

Bring **Project Management Skills for HR** In-House

This workshop can be customized to suit specific
need of your organization at significant savings.
Please contact Jason D'souza at jason.bosco@octara.com
or call at 0332-2422732 for more details

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Training Calendar
Open Enrolment Programs

May

Turning Complaint into Opportunities
Facilitator: Enam Ur Rehman
May 4, Karachi **|** May 6, Lahore
Fee: 12,500/- PKR (+GST)*

EXCELeration
Facilitator: Nooruddin Surani
May 4, Lahore **|** May 6, Karachi
Fee: 16,000/- PKR (+GST)*

Customer Services for Retail Staff
Facilitator: Arifeen Ashraf
May 7, KHI **|** May 14, ISB **|** May 21, LHE
Fee: 12,000/- PKR (+GST)*

Poised for Excellence
Facilitator: Kanwal Akhtar
May 12, Karachi **|** May 14, Lahore
Fee: 12,000/- PKR (+GST)*

Negotiation Skills for Sales Professionals
Facilitator: Hassan Bin Rizwan
May 19, Karachi **|** May 21, Lahore
Fee: 15,000/- PKR (+GST)*

Supply Chain Management
Facilitator: Yalman Ansari
May 21 – 22, KHI **|** May 25 - 26, LHE
May 28 - 29, ISB
Fee: 25,000/- PKR (+GST)*

NOTE:
*Fee per participant (includes lunch, refreshments & course
material) GST LHR & ISB 16% / GST KHI 15% Discounts available on
a minimum of 5 nominations per course/city