

E001 : HARVARD PROJECT MANAGEMENT MODEL

Hands-On Training Experience

Type of Program: Lecture and Workshop

Duration: Three Days

Time allocation for each day: Six hours per day.

What will I take home after the course? A complete user-friendly model from Harvard Business School (HBS) for better Project Planning, together with a number of check lists of actions to be done for Project Management and Implementation. These lists will assist attendees to enable them to easily use in the office. Attendees will work through class workshops on every part of the model, with the objective of building up the practicality for using the full Harvard Business model for PM. In addition, attendees will have an aggressive kick-off for the practical use of Microsoft Project.

Is this course for me?

The Harvard Project Management program is designed for current and future Project Managers, new product development managers, project team members, functional managers who deal with project managers, matrix managers, newly assigned project leaders and R&D managers. Also, Managers and Executives, who wish to explore the abilities of being a Successful as well as an Effective Manager through adequate Project Management skills.

What benefits will this course give me?

Participants will be able to understand the organization structures in Project Management, the staffing, resource allocation, the planning and cost control, the network scheduling techniques, the process for the Work Breakdown Structure (WBS), and finally the close out of projects. Participants will be introduced to the means of managing, monitoring and controlling a project in a most effective manner.

- Involve each person in the discussions.
- Participants will have several workshops to implement the HBS model.
- Better understanding of the true process of Project management.
- Understanding the different phases of a Project.
- Discovering the required skills of a Project Manager. And who ought to be the Manager.
- Practical workshop where participants will be involved, and will come out with a practical check list to be used in the office in a short period of time.
- Practical use of Microsoft Project with full class participation, by implementing what was learnt through Harvard Business School model for Project Management.

What will the course cover?

1. To define and organize the Project:
 - Establish the Project organization.
 - Define the Project parameters.
 - Plan the Project framework.
 - Assemble the Project definition document.

- 2 To Plan the Project:
 - Develop the Work Breakdown Structure (WBS).
 - Develop the Schedule (PERT and Gantt, practical use of Microsoft Projects software).
 - Analyze Resources.
 - Optimize trade-offs.
 - Develop risk management plans.

3. Track and Manage the Project:
 - Collect status.
 - Plan and take adaptive actions.
 - Close out the Project.

Methodology of workshop:

This program is designed to be as practical as possible. It includes:

- Brief presentations.
- Group discussions.
- Role plays in practical workshops.
- Case studies from Harvard Business School.
- Group participation in actual cases brought in from the attendees.
- Attendees' participation throughout the program.
- Several workshops covering every step of the Harvard model.
- Different forms to physically and practically implement what was learnt in the course.
- Participants will come out with a check list for actions to be taken, and forms to be used.

L005 : HARVARD NEGOTIATION SKILLS

Hands-On Training Experience

Type of Program: Lecture and Workshop

Duration: Three Days including One day practical Workshop using a live case provided by the company

Time allocation for each day: Six hours per day

What will I take home after the course: A true and practical experience on how to competitively run and handle a negotiation situation. A check list of how and when to win a negotiation using true case studies from Harvard Business School.

Is this course for me?

This course is designed for personnel occupying Middle and Senior level positions in their organizations are bound to confront a reasonable amount of negotiations. This hands-on course is designed for managers who feel that they have basic skills in negotiations or who realize the power of implementing the process of negotiation through their jobs. In many situations conflict and deadlocks are commonplace. This course offers an in-depth guide to effective negotiation, using the Harvard model for Negotiation from Harvard Business School. For the absolute benefit of the course, you are required to directly get involved in the highly realistic exercises, using "Live" case studies set by your company.

What benefits will this course give me?

The course will assist participants in having professional negotiations skills, understanding the importance of the win-win strategy, using the BATNA negotiation model. The course will help you to:

- Understand and develop your Communication skills (Guideline for Oral discussion, types and strategies for Listening, communication patterns, persuading people, ...)
- Clearly understand the Negotiation process and manage its different BATNA phases and to obtain and implement detailed knowledge of negotiating and bargaining techniques.
- Know the different Types of Negotiators (Novice, Competent and Complete) and how to deal with them.
- Understand Principled Negotiations and positional bargaining, also know when to use "soft" or "hard" negotiations based on the 4 principles of negotiation)
- Learn how to apply the methods of principled win-win negotiation.
- Clearly understand how to handle difficult negotiators (what if they are more powerful, what if they won't play, what if they use dirty tricks, ..)
- Understand Conflict and how to handle it (functional & dysfunctional conflict, conflict simulation techniques, how to overcome conflict).
- Know how to prepare for the Negotiation (analyze audience, how to best arrange ideas, format for "yes" and "no" messages, 10 questions people ask about getting to "yes", Seating arrangement for negotiation, preparing your talk for negotiation, negotiation checklist preparation, ..)

What will the course cover?

1. The nature of negotiation.
1. Several exercises in negotiation.
1. Communicating to influence.
1. Principled negotiation (win-win).
1. Negotiation styles.
1. The process of negotiation.
1. Conflict management
1. Application of concepts and techniques.
1. Negotiating problems from the workplace.
1. Action Planning.

Methodology and approach:

This program is designed to be as practical as possible. It includes:

- Group participation in actual cases brought in from the attendees.
- Practical Harvard cases will be discussed by all attendees.
- Attendees' participation throughout the program.
- Brief presentations.
- Group discussions.
- Role plays.
- Different forms and check lists to physically implement what was learnt in the course.
- Participants will come out with a check list for actions to be taken, and forms to be used.

L009 : TRAIN THE TRAINERS

Hands-On Training Experience

Type of Program: Lecture and Workshop

Duration: Three Days including workshops.

Time allocation for each day: Six hours per day

What will I take home after the course? A complete user-friendly model for training the trainers, with a check list of actions to be done for better communication that could be easily used others, in addition to sharpen up the presentation skills.

Is this course for me?

This program is designed for personnel and staff who wish to explore the abilities of being Successful as well as an Effective trainer in their organizations, through adequate Communication and presentation skills. The course is catered for personnel who realize the importance of dealing with Senior Management, their subordinates and their peers in a most effective and efficient manner. The course is also targeted for staff with responsibility for public relations, local or international public affairs and corporate communications; and representatives from industries which face particular communication challenges.

What benefits will this course give me?

The course will assist participants in understanding the different types of communication, giving them the tools to select the most appropriate type of communication according to the set situation. Participants will also realize the impact of communication on business transactions. In addition, participants will be able to analyze the audience, improve their communication skills with people at different levels using different styles. Assist participants in developing a clear understanding about the Spoken communication in a professional manner, handling of meetings as well as Media Relations. And finally, how to get prepared for presentations and how to forward the message through successful delivery.

- Involve each person in the discussions.
- Better understanding of the true process of Communication.
- Understand how to Listen and how to understand the audience.
- Practical workshop where all participants will be involved, and will come out with a practical check list for outmost communications.
- Participants will be able to practically use these methods in their offices in a very short period of time.

What will the course cover?

1. Basic concepts about Communication Skills and its importance.
1. Defining and Understanding the Audience.
1. Identifying the Communication styles and how to select the most appropriate.

1. The SPOKEN Communication.
1. The WRITTEN Communication.
1. How to handle Meetings (before, during and after).
1. How to handle the Media.

Methodology and approach:

This program is designed to be as practical as possible. It includes:

- Brief presentations.
- Group discussions.
- Role plays.
- Attendees' participation throughout the program.
- Different forms to physically and practically implement what was learnt in the course.

L004 : TECHNICAL WRITING

Hands-On Training Experience

Type of Program: Lecture and Workshop

Duration: Two Days + One Day Workshop

Time allocation for each day: Six hours per day

What will I take home after the course: A full methodology on how to prepare and present a WINNING Proposal. A check list to be easily followed and a practical proposal done with the team of participants.

Is this course for?

This program is designed for Managers and Senior Staff, who wish to explore the abilities of being Successful as well as Effective to their companies, through composing adequate winning proposals. The course is catered for Personnel who realize the importance of dealing with Senior Management objectives by knowing how to increase the amount of tenders for the company.

What benefits will this course give me?

The course objective is to assist Participants in developing a clear understanding about guidelines of adequate styles for developing and presenting Proposals. Participants will learn how to understand the evaluators' needs, and how to practically build a proposal in the most up to date and professional manner. In addition, participants will be involved through a workshop with their colleagues, following a set check list for building proposals, and adequate means for a high percentage of success.

- Involve each person in the discussions.
- Better understanding of the communication process with your clients.
- The use of Teamwork in building proposals.
- How to write collaborating parts of the proposals.
- Does the proposal meet your clients' needs.
- Does the proposal fulfill the company's image and show its strength and capabilities.
- What is the proper and logical sequence in setting up the proposal.
- How to build a time schedule for the different stages in the proposal.
- How to elegantly present a winning proposal.
- What to do after presenting the proposal.
- Participants will be able to practically use these methods in their offices in a very short period of time.

What will the course cover?

1. Basic concepts about Proposals and their importance.
1. Styles of writing proposals.
1. Understanding communication.
1. Prepare yourself to write a Proposal.
1. How to create High Impact Proposals.
1. Understanding the Audience and their needs.
1. Business writing style & collaborative writing.
1. Powerful forces to persuade readers to build winning Proposals.
1. Drafting and researching a proposal.
1. Planning a proposal.
1. The structure of the Proposal with its different parts.
1. Proposal-writing strategy.
1. Follow-up on a proposal.

Methodology of workshop:

This program is designed to be as practical as possible. It includes:

- Brief presentations.
- Group discussions.
- Role plays.
- Group participation in the actual building of a proposal.
- Attendees' participation throughout the program.
- Different forms and check lists to physically and practically implement what was learnt in the course.
- Participants will come out with a check list for actions to be taken, and forms to be used.