



9048



In-Class



40 hours

Course Description:

This track is designed for professionals newly thrust into project management roles. Through practical tools, real-life exercises, and structured guidance, participants will learn to confidently manage projects, regardless of prior experience, ensuring they can deliver results on high-stakes initiatives.

Target Audience:

New project managers, project offices, and senior managers, who are looking to gain project knowledge and understanding, find easy-to-use tools that can make an immediate impact, and need to learn the fundamentals of project management.

Course Objectives:

- Explain a solid foundation in project management principles, frameworks, and scope definition to effectively initiate real-world projects.
- Apply practical skills in defining project scope, setting objectives, and creating realistic, manageable schedules.
- Identify potential project risks and implement effective communication strategies to enhance project coordination and reduce uncertainties.
- Implement quality standards and motivational techniques to improve team performance and stakeholder collaboration.
- Develop the integration of procurement, change, and performance management to successfully execute, monitor, and close projects.

Course Outline

Module 1: Introduction to Project Management

- Project Life Cycle
- Project Management Processes
- Project Management and the environment
- Project Management Framework
- Projects and Organizational Structure
- The Key Concepts Necessary to Prevent Project Failure
- Starting Your Project on the Right Foot
 - Group Exercise: Choose your real-life Project for Implementation

- Preventing Problems BEFORE You Start
- Finalizing What is Asked of You
- Ensuring You Have Agreement on Project Scope
- Project Feasibility Study
 - Group Exercise: Project Ratios

Module 2: Scope Management

- Knowledge area, Tools, and Techniques
 - Group Exercise: Know your Project
- Learning the Steps in the Planning Process
- Finalizing Project Objectives
- Breaking Projects Down into Manageable Pieces
 - Group Exercise: Your Project Objectives & Scope Statement
- Preventing Scope Creep
- Schedule Management
- Knowledge area, Tools, and Techniques
- Acquiring Reliable Estimates
- Proving How Long the Project Will Take
- Preventing the #1 Problem on Projects
- Focusing on Problem Prevention Instead of Reaction
- Coming Up with a Realistic Plan
- Finalizing How You Will Manage the Project

Module 3: Risk Management

- Knowledge area, Tools, and Techniques
 - Group Exercise: Identify Risks & Risk Response Strategies
- Communication Management
- Knowledge area, Tools, and Techniques
 - Group Exercise: Communication Challenges
- Communication Management Templates and documentation.

Module 4: Quality Management

- Knowledge area, Tools, and Techniques
- HR Management
- Knowledge area, Tools, and Techniques
 - Group Exercise: Team Building Challenges



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- Team Building activities.
- How to motivate your teams?
- Stakeholders Management – Knowledge area, Tools, and Techniques
 - PMP® Exam Prep (Quick Overview)
 - Tips & Tricks on passing the exam
- Eligibility
- Process for application
- Study Guide
- EVM – Earned Value Management

Module 5: Procurement Management

- Knowledge area, Tools, and Techniques
 - Group Exercise: Contracts, Challenges & Calculations
- Integration Management
- Knowledge area, Tools, and Techniques
- How to manage Change?
- Continuous improvement and Project Management
- How to successfully close a project?
- Getting Work Done
- Staying Focused and Not Wasting Time
- The Top Actions People Miss
- Tips for Hosting Great Meetings
- Forms That Can Save You Tons of Time
- Reports... Do You REALLY Need Them More Than Once per Month?
- The Secret Art of Asking Questions to Learn What is REALLY Going On
- Measuring Performance- Know How Your Project is Really Doing
 - Using Rewards and Team Building to Retain Cooperation (Advanced Techniques)
- Updating Plans to Ensure the Project Stays on Track

- Why Percent Complete Doesn't Tell You Anything
 - Group Exercise: Meetings & Reports
- Proving Your Success

Assessment Strategy:

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Course Language:

English Material
Bilingual Explanation

Prerequisites:

N/A

Instructor Biography:

Fred El Khodary

Fred S. El-Khodary, MBA, PMP®, PMI-RMP®, PMI-ACP®, NLP, Timeline Therapy®, Certified Coach

Fred S. El-Khodary is an accomplished project management professional, dynamic coach, and consultant with over 29 years of experience in training, leadership, and human development. He is the Co-Founder and CEO of The GOOD Zone and the Owner and Managing Director of Coaching with FRED, where he focuses on empowering individuals and organizations to achieve their highest potential.

Fred holds an MBA from Maastricht School of Management and a Bachelor's degree in Architecture from Cairo University. His commitment to continuous learning is evident in his extensive list of certifications, including Project Management Professional (PMP®), Agile Certified Practitioner (PMI-ACP®), and Risk Management Professional (PMI-RMP®). Additionally, he is a Master Practitioner in Neuro-Linguistic Programming (NLP) and Timeline Therapy®, equipping him with advanced tools to assist clients in overcoming personal and professional challenges.

Project Management Foundation Track

Leadership Development



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He has successfully collaborated with various clients in sectors such as construction, pharmaceuticals, media, and manufacturing. His training sessions, delivered internationally at institutions like the American University in Cairo and the Egyptian Chinese University, emphasize emotional intelligence, creative thinking, leadership development, and effective communication.

As a certified facilitator for programs from Dale Carnegie & Associates and the International Institute for Learning, Fred employs engaging methodologies that foster interaction and collaboration. His dynamic coaching style encourages participants to actively engage in their learning process.

Fluent in Arabic and English, Fred's global perspective is shaped by his experiences in delivering training across the MENA region, Europe, and Asia. He is dedicated to creating a positive and inclusive environment, helping clients navigate the complexities of a VUCA (Volatile, Uncertain, Complex, Ambiguous) world.

Consultant

Initiated strategic alliances, conducted training in project management, and performed gap analyses for various clients.