

Business Management Training Group Ltd

Management Training for the 21st Century



Advanced Certificate in Project Management (ACPM™)

Subsequent to many industry discussions, this course was developed to raise awareness amongst Project Managers about the 'bigger picture' of the Management world and in areas where perhaps they have not had any prior experience themselves, but need to know more. This course content has delighted and challenged delegates worldwide and it is a 'flagship' course for BMTG.

ACPM™ is non-industry specific, ensuring that the participant has an increased appreciation for project management issues across the board.

Senior Management spends time on a number of very important corporate issues; issues that lower level staff may often not be aware of. Project Managers need to 'bridge the gap' between Senior Management and lower level staff. You must have the confidence that you understand the 'language' that both levels in the hierarchy are talking, and to have confidence that you have the 'big picture' view on the organisation as well as the detailed picture of your project and its contribution.

ACPM™ deals with many of these issues and provides a framework to increase personal abilities and management skills in an organisational and project environment.

ACPM™ is toolset and methodology independent and the skills and techniques you will learn and demonstrate from this course will prove to be invaluable to you regardless of the toolsets or methodologies utilised by your organisation.

Many toolsets and methodologies qualify you to only operate in that particular environment, whereas ACPM™ will provide you with the high impact skills and techniques to immediately allow you to manage efficiently and effectively in any environment.

ACPM™ will teach delegates advanced techniques for identifying, dealing with and communicating with Stakeholders; techniques for identifying and mitigating risks and issues; advanced communication techniques; ACPM™ also teaches advanced techniques which help project managers become more situationally aware and able to predict and prevent problems before they occur; techniques to recruit and select the best people for your project team, and how to deal with imperfect team structures that you may inherit and additionally, ACPM™ will guide you through the complexities of Personality Profiling and how you can use this enhanced awareness to communicate and manage more effectively.

ACPM™ is a highly interactive learning experience, taught by seasoned Project Management professionals and the course materials are supported by 10 topical and very challenging Case Studies which are carried out in Teams, followed by an Examination.



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WHO SHOULD ATTEND THIS ACPM™ COURSE

This highly practical and interactive 5 day Course has been specifically designed for:-

- Project Managers
- Operations Managers
- Executive Directors
- General Managers
- Finance Managers
- Divisional Heads
- Head of Training
- Head of Human Resources
- Architects
- Area Managers
- Project Directors
- Project Engineers
- Drilling Engineers
- Production Engineers
- Planning Coordinators
- Project Leaders
- Team Leaders
- Supervisors
- Procurement Managers
- Risk Managers
- PLUS anyone who is involved in project work and wishes to enhance their management skills



BENEFITS, KNOWLEDGE, SKILLS GAINED BY ATTENDING THIS ACPM™ COURSE :-

- Appreciate the importance and benefits of accurate project management
- Master the art of efficient project delivery
- Use project management as a key business driver
- Comply with major international project management standards
- Successfully determine the appropriate management solutions for your projects
- Develop a comprehensive tool-kit for successful project management that you can use immediately

THE BMTG TRAINING STYLE

- BMTG employ best practice interactive training techniques.
- All of our Trainers are highly experienced practitioners who have operated successfully in the field and are with BMTG by reputation and invitation only. We have no 'beginners'. All of our Trainers have themselves been trained in BMTG techniques and our style is common throughout our entire portfolio of courses.
- The BMTG technique involves classroom lecturing, highly intensive case study / role playing sessions, classroom interaction and feedback, one to one coaching from the Trainer, and a final examination.
- BMTG have found this to be one of the most effective training methodologies to date and many large multinationals and training companies have also taken up this approach.

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MEET YOUR TRAINING COURSE DIRECTOR:- Richard Arnott



Richard is an accomplished Programme Director and Big 4 Management Consultant with over 25 years global project and programme management experience within the Financial Services, Utilities, Logistics and Infrastructure sectors.

Richard specialises in project management, business transformation and change management and is co-Author and founder of many of the Business Management Training Group's certified courses. Richard is responsible for the management and delivery of all BMTG non Project Management training.

Richard has held senior positions in Asia and Europe for PricewaterhouseCoopers and leading FTSE 100 companies and is currently a Director of several companies based in the UK and in Asia.

Richard previously sat on the Board of Governors and Global Advisory Board for an international training organisation.

He is a founding Director of the Business Management Training Group Ltd and sits on the Business Management Training Council.

MEET YOUR TRAINING COURSE DIRECTOR:- Karl Brookes



Graduating in Politics and Sociology from the University of Salford, Karl joined the Civil Service, before working in Market Research and for prestigious clients such as BP, British Telecom, British Gas, Barclays and MBNA.

Karl is, currently, based in Europe and has over 15 years experience in Strategy Development, Project Management, Business Analysis, MarComms, Financial Planning, Risk Management and is an internationally experienced public speaker, presenter and a well respected training expert.

Karl has worked in senior management positions with a number of companies, and has advised many of the biggest international organisations at Executive level. In addition to his consulting roles, Karl is the author and co-author of many of the BMTG Ltd internationally accredited programs.

As a frequent visitor to the Middle East, Africa and Indonesia, he works with a wide range of energy organisations, helping their staff at all levels to grow. He has developed and delivered 'breakthrough' strategies, primarily in the energy, oil and gas, utility, transport and consumer sectors for clients such as Abu Dhabi National Petroleum Construction Corporation, Qatar Petroleum, Nigerian Petroleum Technology Development Fund, BUI Power Authority, Kuwait Oil Company, Kuwait Oil Tanker Company, Qatar Energy and Environment Research Institute Manchester Airports Group, Emirates Airlines and the University of Chester.

In addition to being a Guest Lecturer at the Prestigious Business School of The University of Central Lancashire, Karl has written articles on various topics including Oil & Gas, energy and consumer rights

Course Outline

Section 1 – Introductions

- Introductions
- Expectations
- Ground rules
- Management Styles

Section 2 – Project Management Basics

- Why do projects go wrong
- Overview of Key Project Management Skills
- Scope Management
- Project Goals and Objectives
- Project Life Cycles

By completing this module you will understand the crucial need for fully defined Scope and Requirements before commencing a project. You will also critically examine the fundamentals of Project Management and challenge your views on the things you automatically assume to be correct and relevant.

Section 3 - Planning, Estimating and Controlling A Project

- Principles of Planning
- Estimating and Scheduling
- Planning, Scheduling and Control Tools
- Breakdown Structures
- Monitoring and Controlling Progress

By completing this module you will recognise the importance of 11 different types of plans and their interactions. You will examine tried and tested techniques with a 21st Century critical challenge and you will recognise the benefits of not being constrained by a particular toolset or technique.

Section 4 – Critical Success Factors for Project Managers

- Critical Success Factors for Project Managers
- Leadership versus Management
- Common Corporate Organisation Structures
- Understanding HR Strategy
- Recruit and Select your Project Team
- Gaining trust or improved effectiveness
- Influencing your Team and getting commitment

By completing this module you will demonstrate that you can build effective and efficient teams using scientific techniques and that you understand how and why to recruit specific team members. Additionally you will be able to predict team structure issues and take preventative action before it impacts your project. Finally, you will understand what characteristics are essential to be a successful Project Manager.

Section 5 – Essential Management Skills

- Stakeholder Management
- Risk Management
- Communication
- Negotiation
- Managing Quality
- Project Finance and Cost Control
- Service Level Agreements
- Contracts, Disputes and Arbitration

By completing this module you will understand and demonstrate all the major and critical skills and techniques to enable you to be a successful Project Manager. The topics in this module are all intensive and a challenging learning experience – but learning them in the classroom will pay dividends over learning them on the sharp edge of a project. Additionally, you will understand advanced techniques in creating and maintaining SLA's and Contracts which relate to your project.

Section 6 – Project Administration and Conclusion

- Reporting
- Closing Out projects
- Post Implementation Reviews
- Dumb Things Project Managers Say

By completing this module you will demonstrate that closing down a project and reviewing the outcomes with a view to re-using the knowledge again are vital but often overlooked disciplines, which are as important as all other phases in a project lifecycle.

Supplement –

- Personality Profiling For Project Managers
- 10 Case Studies
- Personality Profiling Examination
- ACPM™ Course Examination

The programme will include a series of group exercises, a personality profile and case studies with a high level of delegate interaction .

ACPM™ Examination*

Only those who successfully complete the examination and participate effectively in the course case studies will receive the Advanced Certificate in Project Management (ACPM™)