

Business Management Training Group Ltd

Management Training for the 21st Century



Masters Certificate in Project Management (MCPM™)

Subsequent to many industry discussions, this course was developed to raise awareness amongst Project and Programme 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.

MCPM™ is not industry specific, nor is it a foundation level training course, ensuring that the participant has an increased appreciation for project management issues across the board. There are too many 'technical project management' courses around, and not enough Management Courses :- MCPM™ addresses this need. In addition to challenging course topics, you will be required to submit a written paper on a selected Management Topic and this will be independently assessed.

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.

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

MCPM™ 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 MCPM™ will provide you with the high impact skills and techniques to immediately allow you to manage efficiently and effectively in any environment.

MCPM™ will teach delegates advanced techniques for identifying, dealing with and communicating with Stakeholders; techniques for identifying and mitigating risks and issues; advanced communication techniques; MCPM™ 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, MCPM™ will guide you through the complexities of Personality Profiling and how you can use this enhanced awareness to communicate and manage more effectively.

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

On successful completion of this five day training course you will receive your certificate which has been independently and fully accredited by Qualifi, an official UK Government recognised awarding body.



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

- Gain an accredited Certificate approved by a UK regulated body - Masters Certificate in Project Management (MCPM™)
- Use MCPM™ on your business card and on your resume
- The MCPM™ shows that you have completed a recognised accredited project management qualification and that you have the skills and experience to manage projects effectively

WHO SHOULD ATTEND THIS MCPM™ COURSE

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

- Chief Executive Officers
- Chief Operating Officers
- Heads of Strategy
- Executive Directors
- Programme Directors
- Project Directors
- Strategy Directors
- Finance Directors
- Operations Directors
- General Managers
- Senior Project Managers
- Project Managers
- Operations Managers
- Finance Managers
- Divisional Heads
- Head of Training
- Head of Human Resources
- Architects
- Area Managers
- 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

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

- Appreciate the importance and benefits of accurate project management
- Master the art of efficient project delivery
- Comply with major international project management standards
- Successfully determine the appropriate management solutions for your projects
- Understand advance Organisational Theory (Traditional versus Modern Companies and the challenges of managing projects in such diverse environments)
- Align your Project Management skills to Strategic Planning and International Business Strategies
- More comfortably deal with International Management and Cross Cultural Competencies
- Understand the changing environment of Management and the warning signs
- Deal with Complex Change
- Enhance your Decision Making and Problem Solving skills
- Understand the values of Arbitration and Contract Conflict Resolution
- Develop and understand Strategic Performance Management and Balanced Scorecards
- 'Debunk' IT myths

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:- Stephen Wylie



Stephen is based in Asia and has over 25 years experience in Programme and Project Management, Business Analysis, Strategic Planning, E-Commerce Strategy and Applications, IT, Bancassurance, BPR and CRM and is an internationally experienced public speaker and presenter.

Stephen has worked in senior management positions with a number of companies, and as a former 'Big 4' Management Consultant, has advised many of the biggest international organisations at Executive level.

Stephen is a Director of several companies in Asia and was formerly Chairman and Member of the Advisory Board to an international training organisation.

In addition to his consulting roles, Stephen specialises in Project Management training and Insurance training and is the author and co-author of many of the BMTG Ltd certification programs. Stephen is responsible for the management and overseeing the delivery of all BMTG Project Management training.

Stephen is a founding Director of Business Management Training Group Limited and sits on the Business Management Training Council.

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.

Course Outline

Introductions and Getting Started

- Introductions
- Expectations
- Ground rules
- Why do projects go wrong

Planning, Estimating and Controlling a Project

- Principles of Planning

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.

Strategy and Planning

- Prediction vs Reaction
- Changing International Business Dynamics
- Organisational Impacts and Changes to your Strategy

By completing this module you will understand the importance of top down planning, with a focus on strategic drivers. You will also be able to understand the potential impacts on your drivers from external factors, and you will have enhanced knowledge on how to predict external factors and take proactive stances to prevent later issues.

Projects and Organisations

- Strategic 'trickle down' effect
- Managing by Objectives

By completing this module you will understand and manage the dynamic relationships between top level corporate strategies and objectives and how they relate downwards throughout the organisation to project and people.

Critical Success Factors for Project Managers

- Management versus Leadership
- Top Qualities in Management
- Management Traits

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.

Motivating Job Performance

- Gaining Trust for Improved Effectiveness
- Influencing your team and getting commitment

By completing this module you will understand the need for leadership and management skills in order to maximise the efficiency of your teams and you will be able to demonstrate an advanced understanding on motivation techniques and theory

Essential Management Skills

- Stakeholder Management
- Risk Management
- Communications
- Negotiation
- Managing Quality

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/programme.

The Changing Environment of Management

- Warning Signs and Dealing with Complex Change

By completing this module you will demonstrate that you understand and can manage factors external to your organisation and the impact of those factors on your organisation.

Managements Social and Ethical Responsibilities

- Traditional vs Modern Organisations
- Management in different organizational environments

By completing this module you will fully understand the concept and practice of business ethics and the impact on your business when ethics are ignored. We also examine the corporate behavior of different type or organisations

Decision Making and Creative Problem Solving

- Dynamics of decision making
- Negative Answers vs Positive answers

By completing this module you will understand the problems of being able to make correct decisions with limited/too much information, and you will understand that 'big picture' decision making must also consider cause and effect relationships within your organisation.



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International Management / Cultural

- Internationalisation of projects and programmes

By completing this module you will understand the complexities of multi-national teams, communication across cultures and team dynamics. You will also understand the process of international relocation of staff and the factors which cause internationalisation to fail.

Improving Performance

By completing this module you will walk through a Performance Improvement roadmap and you will understand the do's and do nots of approaching these types of corporate initiatives

Balanced Scorecards

- Understanding and measuring corporate performance
- Drilling down to project / programme level
- Measuring Success

By completing this module you will fully understand the terminology and uses for balanced scorecards and their role as an essential management tool for 21st Century organisations.

Project Finance and Cost Control

- Cost Classification
- Cost Analysis
- Cost Management

By completing this module you will understand the elements of project finance and costing which impact the majority of projects. Comparisons across industries and countries will allow you to see commonalities and differences in Project Finance and will significantly raise your awareness of this subject.

Beyond Budgeting

By completing this module you will understand multiple types of budgets and their uses across industries. You will also understand how it is possible to operate without budgets, and you will understand the constraints that certain types of budgets cause for organisations.

IT for Non IT Managers

- Increase Awareness and 'debunk' myths
- Control IT before it controls you

By completing this module you will have an overview and understanding of the nature and role of IT in business, with a historical perspective matched with views on how technology is changing as a business enabler.

Service Level Agreements

- Service Level Agreements
- Establish and Implement SLA's
- Measure Service Delivery

By completing this module you will understand advanced techniques in creating and maintaining SLA's and Contracts which relate to your project. You will also be aware of the pros and cons of Contract and SLA negotiations based on best practice internationally.

Contracts, Disputes and Arbitration

- Dispute Management Framework
- Contract Design
- Key Practices for Conflict Resolution
- Dispute Management Process
- Maintenance and support

By completing this module you will have an overview of Contract Management, and a working checklist of generic Contract contents for future reference.

Supplement: Personality Profiling

- Know yourself
- Know your direct reports
- Manage More effectively

MCPM™ Examination

10 Case Studies

Mini Thesis on Selected Management Topics

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

MCPM™ Examination*

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