**PROJECT MANAGEMENT**

**Simplified and Applied**

**PROGRAM DESCRIPTION**

Due to the evolving nature of work and unemployment, many professionals are beginning to realize the value of developing fundamental project management competencies to remain competitive in the future. What was once a highly technical, seldom-used skill is fast becoming an everyday necessity at work.

This course welcomes participants to apply essential project management principles and tools to their everyday work, thus increasing productivity while also preparing them for the project-based work cycle of the future.

**LEARNING OBJECTIVES**

* **Plan and Execute** projects by applying essential project management principles, tools and techniques.
* **Anticipate** risks and remove barriers to successful project implementation.
* **Transition** to a ‘project manager’ mindset and manage project constraints and expectations in a more organized and systematic way.
* **Lead project teams** more effectively as a result of improved tasking and planning, schedule management, collaborative communications and delegation.

**COURSE OUTLINE**

**Morning Session:**

 Overview of the Project Management Process

 The ‘Everyday Project Manager’ Mindset

 The 8 Essential Skills of Everyday Project Managers

 Ensuring Alignment with Stakeholders on Project Purpose & Expectations

 Balancing Project Constraints

 Controlling Scope Creep through use of Work Scope Agreements

 Transition to Project Plannng: The 3 Key Phases to Project Planning

 Managing Potential Risks using the 3 Strategies

**Afternoon Session:**

 Effective Planning through Project Piece Mapping

 Creating Project Timelines

 Managing Timelines and Changes using the Critical Path Method

 Ensuring Effective Resource Management & Utilization

 Execution & Monitoring Phase: Leading Project Kick-Off Meetings

 Reducing Delays through Project Time Protection & Proper Delegation

 Tracking and Monitoring Multiple Projects

 Ensuring Proper Closure of Projects

 Project Evaluation, Filing and Documentation

**WHO SHOULD ATTEND**

This workshop is recommended for professionals who want to know the ins and outs of project management. This will help them achieve the goals and meet deadlines of small or big projects. This is highly recommended for

* Project Team Leaders and members,
* Department Heads or Supervisors,
* Initiative Champions,
* Multiple-Account Managers,
* Area Managers/Operations Managers,
* Support Services Team Members (I.T., HR, Finance, Facilities, Procurement, etc.)

**PROGRAM FACILITATOR**

*Since he started teaching in 2014, Luigi considers training and consulting a means of fulfilling his personal mission statement, which is 'to build bridges and help people cross; to help people believe in themselves and in others.'*

**Luigi Mapa** is a professional OD consultant and is currently the Chief Learning Engineer of Link Organizational Development (LinkOD). He has designed and implemented performance improvement initiatives for more than 60 local and foreign organizations including the Asian Development Bank, BPI, IBM, the First Pacific Leadership Academy, Nestle Vietnam, Procter & Gamble, Vantage Equities, Smart Johnson & Johnson, Glaxo-Smith Kline, Unilab, FPD Asia, ABS-CBN, Swedish Match Philippines, Accenture, and MERALCO, among others.

He is recognized for his talks and customized workshops on Leadership, Productivity, Innovation, Project Management, Teambuilding, and Strategic Planning. Over the last 8 years, he has been an accredited FranklinCovey Instructor facilitating *The 7 Habits of Highly Effective People*and other FC programs to organizations across the country. He has spoken  at more than 300 corporate events and conferences, as well as over 35 schools and youth-oriented events since 2004.

Luigi also specializes in implementing training needs analysis and training impact evaluations for organizations. He is regularly tapped to conduct Train-the-Trainer programs for various audiences.

As part of his commitment to social responsibility and nation-building, Luigi also works with non-profit organizations such as the Ayala Foundation, the PHINMA Scholarship Program, World Vision Philippines, and the Makati Medical Center Foundation.

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at seminars@saltandlight.ph

2. Fill out the form and fax to 813-2745

3. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call 830 2191 or 887 1571, look for Juliet

2. Email us at seminars@saltandlight.ph

**PROJECT MANAGEMENT**

**Simplified and Applied**

**Facilitated by Luigi Mapa**

March 13,2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Project Management – Applied and Simplified4\_Luigi Mapa\_March 13, 2020\_OP\_Omnibus\_EBlast*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:**Php7,327 +12% VAT  | [ ] **Early Bird Rate:**Php 8,327 +12% VAT |
|  [  ] **Regular Rate:**Php 9,327 +12% VAT | [  ] **Walk-in Rate:**Php 9,827 +12% VAT |

[ ] **Get 1 FREE SEAT by booking for 3 SEATS**

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

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| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
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| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
|  |
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| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
|  |
| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
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| **NICK NAME** |
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| **CIVIL STATUS:  [  ] Single   [  ] Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing seminars@saltandlight.ph if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice** concerns, please call Irene at (02) 889-1111 local 765.

*//source: Project Management – Applied and Simplified4\_Luigi Mapa\_March 13, 2020\_OP\_Omnibus\_EBlast*

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 or 887 1571 and look for Jenna or Kevin, or email seminars@saltandlight.ph for more details.