



London TDM

# Project Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 February 2026 To 05 February 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course is designed to equip project managers, coordinators, and planners with advanced project planning and scheduling techniques. Through detailed discussions, hands-on activities, and real-world examples, participants will gain valuable insights to enhance their project management skills, ensuring successful project completion within allocated timeframes.

## Objectives

- Understand the fundamental principles of project planning and scheduling.
- Develop comprehensive project schedules using various tools and software.
- Enhance skills in risk management and contingency planning.
- Learn effective time management and resource allocation techniques.
- Improve communication and collaboration among project team members.

## Course Outlines

### Day 1: Introduction to Project Planning

- Definition and importance of project planning
- Phases of project management
- Key elements of a project plan
- Identifying stakeholders and defining project scope
- Setting SMART goals and objectives for the project

### Day 2: Scheduling Techniques and Tools

- Overview of scheduling in project management
- Creating a Work Breakdown Structure (WBS)
- Gantt charts and timeline creation
- Introduction to scheduling software (e.g., MS Project)
- Hands-on session: Developing a sample project schedule

### Day 3: Resource Management and Allocation

- Identifying and categorizing project resources
- Effective resource allocation strategies
- Balancing resources across multiple projects
- Handling resource constraints and conflicts
- Using resource leveling techniques

### Day 4: Risk Management and Contingency Planning

- Understanding project risks and their impacts
- Risk identification and assessment methods
- Developing a risk management plan
- Creating contingency plans and mitigation strategies
- Case studies: Successful risk management examples

## **Day 5: Communication and Collaboration in Projects**

- The role of communication in project success
- Developing a communication plan
- Tools and technologies for effective team collaboration
- Conflict resolution and team dynamics
- Course wrap-up and feedback session