

2-Day Course on FUNDAMENTAL PROJECT MANAGEMENT by Ir. Frankie Chong

Date: 23 & 24 March 2020 | 26 & 27 October 2020
Venue: Wisma IEM, 2nd Floor, Petaling Jaya, Selangor
Time: 9.00 a.m – 5.00 p.m
Organized by: IEM Training Centre Sdn Bhd

HRDF Claimable

SYNOPSIS

Master the fundamentals of Project Management in 2 days!

With cross references to PMBOK®, a world class Project Management standard developed by USA-based Project Management Institute.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to project management is adopted, thus enhancing ROI and overall customer satisfaction.

Get a solid understanding of project management methods with this comprehensive introductory course. Fundamental Project Management gives you the foundation to manage each stage of the project life cycle, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools & techniques to get the work done on time, within budget and quality.

Unlike other workshops, this intensive program combines a practical and theoretical approach by emphasizing the essential principles and people skills with case studies, examples, real-life experiences, complemented by a variety of templates and demonstration of a popular project software tool.

2-Day Course on PROJECT RISK MANAGEMENT by Ir. Frankie Chong

Date: 01 & 02 June 2020
Venue: Wisma IEM, 2nd Floor, Petaling Jaya, Selangor
Time: 9.00 a.m – 5.00 p.m
Organized by: IEM Training Centre Sdn Bhd

HRDF Claimable

SYNOPSIS

Master the essentials of Project Risk Management in 2 days!

Our world is full of uncertainties which make project management a very challenging endeavor. It cannot be denied that all projects carry some degree of risks. These risks can impact the project adversely if they are not managed properly. In order to increase the chance of project success, project personnel must therefore take proactive stance to develop and implement practical risk management strategies throughout the project life cycle.

This 2-day interactive course is designed to lay a solid foundation in key competency of Risk Management. Participants will learn about the ISO 31000 2018 Risk Management Process, PMI Practical Standard for Project Risk Management, develop a practical risk management plan, apply various tools and techniques to identify, analyse, respond, monitor and control project risks that are detrimental to your projects. Ultimately, you will create effective risk mitigation strategies and action plans to deliver projects that meet the expectations of your stakeholders.

3-Day Course on APPLIED PROJECT MANAGEMENT Including MS Project Software Practice by Ir. Frankie Chong

Date: 06 – 08 April 2020 | 21 – 23 September 2020
Venue: Wisma IEM, 2nd Floor, Petaling Jaya, Selangor
Time: 9.00 a.m – 5.00 p.m
Organized by: IEM Training Centre Sdn Bhd

HRDF Claimable

SYNOPSIS

Master the essential integrated project management knowledge, best practices and skills, including software applications in 3 days! With cross references to PMBOK®, a world class Project Management standard developed by USA-based Project Management Institute.

Project Management is a systematic application of knowledge, skills, tools and techniques to project activities in order to meet or exceed stakeholders' needs and expectations. Studies have shown that the success rate of projects will increase when a structured and integrated approach to project management is adopted, thus enhancing ROI and overall customer satisfaction.

Unlike other workshops, this intensive 3-day program begins with a unique 2-day Step-by-Step approach in covering the essential principles and people skills of Project Management complemented with ample working exercises and examples, templates and real-life experiences, and ends with 1-day learning and application of a user-friendly Microsoft Project software tool.

IMPORTANT: Participants are required to bring their own laptops loaded with Spreadsheet and Microsoft Project 2013 software or later versions. Free trial versions of MS Project 2013 software or later versions can be downloaded from internet.

5-Day Course on PMP Exam Prep Combo by Ir. Frankie Chong

Date: 02 - 04 March 2020 & 12 – 13 March 2020 | 10 – 14 August 2020
Venue: Wisma IEM, 2nd Floor, Petaling Jaya, Selangor
Time: 9.00 a.m – 5.00 p.m
Organized by: IEM Training Centre Sdn Bhd

HRDF Claimable

SYNOPSIS

Master the PMP® and CAPM Certification Exam using the unique COMBO approach!

This COMBO course is designed to prepare candidates with greater confidence to pass the PMI®'s (Project Management Institute of USA – www.pmi.org) PMP® (Project Management Professional) Exam, which is obligatory for getting the world's most respected and globally recognized PMP® credential for certified professional Project Managers. The PMP® Exam is largely based on the Guide to the Project Management Body of Knowledge (PMBOK®) 6th Edition which is adopted as an ANSI (American National Standards Institute) standard.

The COMBO approach adopts a unique combination of **5- day face-to-face classroom training and 24X7 on-line E- learning**. The classroom training will focus on the latest PMBOK® Guide, and other areas not specifically covered by the Guide, practice exercises and quizzes, and study test-taking tips using PMI® terminology.

The level of understanding in learning and memorization is further enhanced by the follow-up self-paced audio-video on-line E-learning which will provide repeatable revision on all lectures and numerous practice exam questions and answers. You will earn 35 PMI contact hours upon completion of COMBO classroom and all the E-learning modules from an authorized PMI Global Registered Education Provider, sufficient for you to apply to PMI to qualify to sit for the PMP Exam.

REGISTRATION FORM

Email: faiza@iem.org.my / faiza.iemtc@gmail.com webpage: www.iemtc.com

Organized by: IEM Training Centre Sdn Bhd

*Online Rate – Please register at our website: www.iemtc.com and fee is inclusive of 6% SST.

Course Title	Dates	Offline Rate		* Online Rate	
		(IEM Member)	(Non-IEM)	(IEM Member)	(Non-IEM)
Fundamental Project Management	<input type="checkbox"/> 23 & 24 March 2020	<input type="checkbox"/> RM1,113.00	<input type="checkbox"/> RM1,643.00	<input type="checkbox"/> RM1,060.00	<input type="checkbox"/> RM1,590.00
	<input type="checkbox"/> 26 & 27 October 2020				
Project Risk Management	<input type="checkbox"/> 01 & 02 June 2020	<input type="checkbox"/> RM1,113.00	<input type="checkbox"/> RM1,643.00	<input type="checkbox"/> RM1,060.00	<input type="checkbox"/> RM1,590.00
Applied Project Management	<input type="checkbox"/> 06 - 08 April 2020	<input type="checkbox"/> RM1,643.00	<input type="checkbox"/> RM2,173.00	<input type="checkbox"/> RM1,590.00	<input type="checkbox"/> RM2,120.00
	<input type="checkbox"/> 21 - 23 September 2020				
PMP Exam Prep Combo	<input type="checkbox"/> 02 – 04 & 12 – 13 March 2020	<input type="checkbox"/> RM4,399.00	<input type="checkbox"/> RM4,929.00	<input type="checkbox"/> RM4,346.00	<input type="checkbox"/> RM4,876.00
	<input type="checkbox"/> 10 - 14 August 2020				

No	Name(s)	M'ship No.	Grade	Fee (RM)*
1.				
2.				
3.				
TOTAL PAYABLE				

You may make payment via Telegraphic Bank Transfer (Please forward soft copy of payment advice):-
Account Name: **IEM TRAINING CENTRE SDN BHD**
Account Number: **514169143176**
Bank Name: Malayan Banking Berhad
Bank Address: Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Swift Code: MBBEMYKL

NB: Kindly take note that all telegraphic charges to be borne by the participants.

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "**IEM Training Centre Sdn Bhd**" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

Terms & Conditions:

- Closing date: **one week before the event**
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / WALK-IN
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- **IEM Training Centre reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.**
- **Please be informed that the course will only be carried out if there is sufficient number of participants. The confirmation or cancellation email will be sent to the registered email address one or two weeks before the event dates.**

CANCELLATION POLICY

IEMTC reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less is 30% if cancellation is received in writing more than 7 days before the start of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.