

**APraCom, s.r.o.**

# **Course Catalog and Price List**



## **Project and Operations Management Soft Skills**

**2017**

**P R O J E C T  
M A N A G E M E N T  
COACHING & TRAINING**

**by APraCom**

Version January 2017



# Project Management

## PM – Tools and Techniques (PMT&T3d) – 24 Contact hours

- Introducing Project Management Definitions, Terms and Terminologies
- The Project Management Process and Life cycle
- Define the project
- Generate Tasks
- Determine Resources, Roles and Responsibilities and Develop estimates
- Define Task Interdependencies and Analyze Critical Path
- Develop Schedule
- Perform Resource Loading and Leveling
- Generate Project Budget
- Uncertainty and Risks in Projects
- Develop Risk Management Plan
- Project Execution, Follow up and Reporting
- Project Close-Out Phase and lessons learned

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)  
09.00 – 17.00h (3<sup>rd</sup> day)

Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **PM – 2 Days Risk and EVM (PMIR&E2d) – 16 Contact Hours**

Introducing Risk and Earned Value Management in two one day sessions. During each daily program, the participants will learn how to manage risk and how to introduce earned value principles in projects.

### **Risk Management (1 day)**

- Uncertainty and Risks
- Nature of Risks
- Probability and Distribution
- PERT, Monte-Carlo simulations
- Qualification of Risks
- Quantification of Risks

### **Earned Value Management (1 day)**

- Project Planning for Earned Value Management
- Gathering Information
- Defining the Three Basic Parameters
- Analyzing Schedule and Cost using Earned Value
- Measuring the efficiency at which the project is managed
- Forecasting duration and Cost using Earned Value Management

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **PM – Risk Management (PMRISK2d) – 16 Contact hours**

### **Risk Management (2 days)**

- Nature of Uncertainties in Projects
- Uncertainty and probability
- Identifying Uncertainties in Projects
- Techniques for identifying risks (Fishbone, SWOT, Pareto and others)
- Qualification of Risks
- Quantification of Risks
- Decision tree, reliability of systems, Mean Time To Repair
- PERT, Beta distribution, Monte-Carlo
- PMBOK© Risk Management Process

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)

Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **PM – Earned Value Management (PMEVM2d) – 16 Contact hours**

### **Earned Value Management (2 days)**

- Project Planning for Earned Value Management
- Defining the Three Basic Parameters of Earned Value Management
- Analyzing Schedule and Cost using Earned Value
- Measuring the efficiency at which the project is managed
- Forecasting duration and Cost using Earned Value Management
- A Probabilistic approach using beta distribution
- Information gathering for Earned Value Management
- Conclusion and Comments, Portfolio Management
- Project Cost Management Process according to PMBOK©

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)

Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## PM – PMP Certification Preparation (PMPreP) – 35 Contact Hours

Four day PMP certification preparation program based on PMBOK® Fourth Edition.

- Introducing the PMBOK
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Exercises

Course Materials: All participants will receive a detailed course book (PowerPoint presentation), explanatory notes and a set of exam preparation questions.

Time from: 09.00 – 17.00h

Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## PM – CaPM Certification Preparation (CaPMPreP) – 24 Contact Hrs

Two day CaPM certification preparation program based on PMBOK® Fourth Edition.

- Introducing the PMBOK
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Sample Exercises

Course Materials: All participants will receive a detailed course book (PowerPoint presentation), exercises and a set of exam preparation questions

Time from: 09.00 – 17.00h

Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## PM – PMP or CaPM Workshop (PrePWS) – 8 Contact Hrs

One day Workshop as preparation for PMI Certification exams. Can be taken by people who are preparing for the certification exam in combination with other courses or independently.

- Overview of most important Topics for the exam
- Review of Processes and Formulas
- Update on important changes
- Exercises
- Certification Exam Simulation
- Guidance to further study and PMI exam applications

Course Materials: All participants will receive a detailed course book (PowerPoint presentation), exercises and a certification exam simulation

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.



## OPs – Operations Workshop – 16 Contact Hrs

Two day Workshop presenting the major elements related to Operations Management. Ideally for people who will be working in an operations environment and who need additional knowledge

- Defining Operations Management
- Supply and Value Chain
- Beer Game
- Value Stream Mapping
- Bottleneck Identification and Optimization
- Process Optimization
- Quality Control and Optimization, Tools for Quality
- Maintenance and Reliability
- Introduction to Lean Management, Kaizen, JIT and JIS
- Exercises, Practical Cases Discussion

Course Materials: All participants will receive a detailed course book (PowerPoint presentation), exercises and multiple choice exam

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **LEAN – Lean Management Workshop – 16 Contact Hrs**

Two day Workshop presenting the major elements related to Lean Operation. Ideally for people who will be working in an operations environment and who need additional knowledge and apply lean principles

- Toyota and Lean Management
- Basis of Lean Methodology
- Games related to Production demonstrating the Lean Principles
- Continuous Process Flow versus Batch
- Pull system versus Push system
- Workload Leveling
- Principles of fixing problems in the production
- Visual Control to identify problems
- Value Stream Mapping and Waste
- 3M, 5S, SMED, JIT, JIS and other tools used in Kaizen

Course Materials: All participants will receive a detailed course book (PowerPoint presentation), exercises and multiple choice exam

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

# Soft Skills

## Module 1 – Leadership (SOFTLEAD3d)

### Leading & Counseling – 3 days

- How to delegate appropriate.
- Empowerment of people to provide results.
- Use effective communication techniques
- Understand the influence of perception & empathy in communication
- Build up a team and motivate people to feel as one.
- Performance Management -what to measure when & how?
- Set goals for subordinates that help to achieve your own one
- Providing appropriate feedback & track result
- Praise & Motivate effectively

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)  
09.00 – 17.00h (3<sup>rd</sup> day)

Price: Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **Module 2 – Management (SOFTMGT3d)**

### **Intercultural Competence – 1,5 days (SOFTCULT)**

- Managing & leading in different cultures - What is Cultural Awareness
- Understanding cultural dimensions
- Working in multinational teams
- Multicultural communication & appropriate business behavior

Time from: 09.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 12.30h (2<sup>nd</sup> day)

Price: Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

### **Handling Conflicts & Managing Change – 1,5 days (SOFTC&C)**

- What are conflicts & where are the root causes
- Find the right approach to handle upcoming conflicts.
- Understand & handle different conflict personalities
- Strategies to overcome barriers
- Handling tempers, feelings, attacks & misunderstandings
- Lead people through tuff times & help them to manage changes.

Time from: 13.00 – 17.00h (1<sup>st</sup> day)  
09.00 – 17.00h (2<sup>nd</sup> day)

Price: Price: see separate list  
Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **Module 3 – Self Development (SOFTSD3d)**

### **Personality Analysis based on DISC (SOFTDISC)**

- Recognize your own strengths & limitations (what to watch out for)
- Understand people's behavior
- Cooperate more effectively with your environment

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

### **Self Marketing (SOFTMRKT)**

- Development of a Self-Marketing Strategy
- What kind of person am I?
- What can I do and what would I like to do?
- Development of your own Success Strategy

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

### **Manage your time & achieve your goals (SOFTTIME)**

- Structure & organize your day / week / month... life!
- Get your things done & eliminate your personal Time Killers.
- Self-control & discipline –why is it so hard? Overcome your comfort zone & gain life quality
- Set up the right environment for your productivity

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## **Module 4 – Management Mix (SOFTMGTMIX3d)**

### **Mind Mapping (SOFTMIND)**

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

### **One Day Presentation Skills (SOFTPRES)**

- Find and develop your own, unique Presentation Style.
- Structure your presentation –make it clear!
- Keep your audience with you
- Make the most of your voice & body language

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

### **Negotiations (SOFTNEG)**

Time from: 09.00 – 17.00h

Price: see separate list

Early Registration is applicable when the registration for the course is done at least 6 weeks before the start of the course. Early registration discounts become void when the invoice is not paid in time.

## Team Bonding Seminars (SoftBo2d)

### Improve inter-team performance

- Recognize your own strengths & limitations (what to watch out for)
- Understand people's behavior
- Cooperate more effectively with your environment
- Find out why people are not cooperating with you
- Improve cooperation between teams with different goals
- Build strategies to improve cooperation

Time from: 09.00 – 17.00h

Price: To be determined case by case. This type of course is only suitable as company course. Our general and specific conditions apply to this course.

# APraCom Publications

## General

APraCom has been working on a number of Project Management related publications which will be available in hard copy from second half of 2010. A short description of the available publications is given per topic below.

## Project Management

### Focus on Project Success – Luc De Ceuster – First Edition

ISBN 978-80-254-8707-5

The book gives an overview of definitions, terms and terminologies used in Project Management. The book gives a clear overview how a project starts, is planned, is executed and finally closed in clear steps.

Topics include:

- Definitions and project process
- Defining a project
- Decomposition, estimating and networking methods
- Calculating critical path
- Risk management techniques

### Focus on Earned Value – Luc De Ceuster – First Edition

ISBN 978-80-254-8709-9

Today Earned Value Management is used more and more to determine how the project is doing schedule and cost wise and estimating costs at completion. Using Earned Value Management gives you a very early warning sign what the final budget of the project will be.

Topics Include:

- Definition of earned value parameters
- Evaluation of the project according to the parameters
- Calculating estimate at completion
- Critical path position
- Practical exercises

### Focus on Risk Management – Luc De Ceuster – First Edition

ISBN 978-80-254-8707-2

Uncertainty manages projects in a very important way. In the past, projects went wrong because uncertainty was not calculated in the project schedule and costs. Today uncertainty is considered more and project results seem to improve.

Topics include:

- Elements of statistics
- Probability distributions
- Risk identification techniques
- Quantitative and qualitative risk assessment
- Three-point estimates and Monte Carlo simulations



## Prices and Planning 2016

See the separate add-in sheet. The sheet will be updated taking into account price and schedule changes. All information is also available on our website at [www.APraCom.cz](http://www.APraCom.cz) in English and Czech.

## Subscribing to our courses

Registration can be done using our downloadable registration forms which are available in English and in Czech on our website and email the completed form to [kancelar@apracom.cz](mailto:kancelar@apracom.cz)

In case of specific questions or requests, feel free to contact us at [Kancelar@APraCom.cz](mailto:Kancelar@APraCom.cz)

# Payment Conditions

## General Conditions

- All prices are exclusive VAT
- All invoices are payable within 14 days after their issue and at last the day before the course
- Should the payment be delayed, an interest of 0,5% per day will be calculated for each day of delay.

## Included

- Course
- Course material
- Conference room

## Not Included

- Drinks and other personal consumptions like telephones, room service, additional services and additional meals
- Travel to and from the course location

## Cancellation Conditions

APraCom holds the right to cancel the courses up to 14 days before the start of the course in case the minimum number of 5 people is not reached. In that case, the subscription will be transferred to another date in mutual agreement. For the soft skill courses the minimum number of people is 10. APraCom will in no case reimburse non-recoverable travel or other expenses.

In case of cancellation of the training by the customer following compensation apply:

- One month or more days before start of the course: 10% for administrative reasons
- Less than 29 days more than 14 days before start of the course: 50%
- Less than 13 days more than 7 days before start of the course: 75%
- Less than 6 days before the start of the course: 100%
- Hotel accommodation if applicable will be compensated as invoiced by the hotel or organization to APraCom

Rescheduling is possible without charge except from charges made due to travel of trainers and other concerned people, hotel and conference room reservations and payments or cancellation fees to third parties.

# Course Registration Form

## A. Attendee Information (All fields indicated with \* are mandatory)

By completing this form the client agrees that APraCom s.r.o. uses this information for the sole purpose to register the customer to the event he/she is subscribing to and may pass this information to its partners who are co-operating in this event. APraCom s.r.o. will use the information by course Act No. 101/2000 Sb. (the Collection of Laws) – Personal Data Protection Act – and if applicable by course of other laws in effective wording. In such a case the Operator shall dispose of these data in compliance with valid laws and regulations.

Title:..... First Name\*:..... Middle Initial:.....

Last Name (Surname, Family Name)\*:.....

Company/Organization:.....

Street Address\*:.....

City\*:..... Postal Code/ZIP Code\*:.....

Country\*:.....

Telephone\*:..... Fax:.....

E-mail\*:..... Website:.....

		Normal	Early*
PM Tools – 3 days	<b>Please provide us with your requested schedule. Courses will be held from 5 people. For company or on measure courses, please contact us directly and we will provide you with an offer.</b>	22,000	20,000
PM Risk & EVM – 2 days		15,000	13,500
PM Risk – 2 days		20,000	18,000
PM EVM – 2 days		20,000	18,000
PMP Prep – 5 days		35,000	32,000
CaPM Prep – 3 days		25,000	23,000
Workshop – 1 day		12,000	10,000

\*Early registration prices valid for registrations 6 weeks before start of the course.

## B. Invoicing Information (All fields indicated with \* are mandatory)

Payment Conditions: Payments are due two weeks after receiving the pro-forma invoice or one month before the start of the courses which of the latter occurs first. Payments not received at this time will result in the cancellation of your subscription.

Cancellations: Full refunds, less 1500 CZK) processing fee per registrant will be granted for cancellations received in writing prior to 6 weeks before course start date. Refunds less 2000 CZK) per registrant will be granted to written requests received until one month before the start of the course. No refunds will be granted after this period, but registration substitutions may be made in writing without penalty. Refunds will not be given to those registrants who do not attend without advance cancellation notice. When APraCom s.r.o. cancels the Training for any reason; they assume no responsibility for non-refundable airline tickets or other travel costs. APraCom s.r.o. will make every effort to immediately notify registrants of a cancellation. APraCom s.r.o. reserves the right to cancel any seminar that has insufficient enrolments.

Company Registration (ICO):..... VAT Number (DIC):.....

Name\*:..... Signature\*:.....(please print)

e-mail: [Kancelar@APraCom.cz](mailto:Kancelar@APraCom.cz)