Project Management Made Simple
Practical Tools for Leaders and Teams

(14th Apr 2016 | Concorde Hotel, Singapore | 9.00am - 5.00pm)

Your Challenge: Effective Project Management
Projects are fast becoming the de facto mode of operations. It is an essential discipline and tool to ensure projects are implemented in an effective, efficient, and timely manner.
• Have you been increasingly tasked to undertake different projects with limited resources and minimal guidance?
• Have you faced challenges in managing the team and completing the tasks in a structured sequence?
• Or have you start a project confidently, only to discover the major roadblocks midway and have to go back to the starting point?

You are not alone. The ability to set clear objectives, create a realistic plan, and work together with your team to see the plan through to successful completion will set you apart from others.

Our Solution: Immediate Tool Kits to Let You Hit the Ground Running
Help is here! Let Organizational Coach, TJ help you with valuable insights to deliver a minimalistic approach to managing your projects without the mumbo-jumbo of traditional project management. Be equipped with a Simple yet powerful Step by Step guide to undertake a project effectively.
• Assess and determine the project environment, manpower and vital skills required
• Set realistic and measurable project goals and deliver Measurable results
• Establish project tasks, schedule and resources for effective implementation
• Pre-empt common Pitfalls with immediate implementable solutions
• Apply PM techniques and tools for better monitoring and control.
• 5 Important MUST KNOW tools, techniques and tips for effective project management
• When and How to Properly close and hand over the project

Organizational Coach: Koh Thong Joo
(Master of IO Psychology, City Uni of New York)
Mr Koh Thong Joo is a business practitioner with more than 20 years of industry experience working in MNC; Statutory Board; SME; Public Listed Company and Corporate Training. He has held senior positions in IBM Singapore, Infocomm Development Authority of Singapore (IDA) and DCS Solutions. During his career, he has spearheaded various portfolios including sales & marketing; business development; strategic planning and corporate training. He holds certification in several professional training areas including Master of Science (Industrial/ Organizational Psychology & HR Management) by City University of New York, Advanced Certificate in Training and Assessment (ACTA); Certificate of Business Chinese; Certified Practitioner Of Neuro-Linguistic Programming® (NLP); Certification as a Human Behavior Analyst (DISC Profiling); the Silva Method; and Business Coaching.
Immediate Impact: Practical Checklists and Worksheets

Perfect for new Project leads or experienced managers needing to bring the Project Management Know-How up to date. Senior officers, HOD, Country heads and members of self-directed teams, cross-functional workgroups and newly-formed project teams will also benefit tremendously from this workshop.

“TJ is very patient in sharing the techniques and execution in actual applications. He clearly explained practical concepts with useful examples” Admin Manager, Ngee Ann Polytechnic

Mr. Koh is very experienced and he is also always checking in that our objectives for attending the workshop are being met. Thank you for such a well-conducted workshop.” Head Procurement, DSTA

Program Outline

1. Foundation Of Project Management
   - Case study: Critical success factors of good project management
   - Manage project successfully using proven project management framework

2. Initiate And Define A Project
   - Golden principles to ensure project started on right footing
   - Critical success factors to define the project scope, objectives and deliverables

3. Plan A Successful Project
   - Learn practical tool for effective project planning
   - Tips to identify potential project risk and reduce points of failure

4. Execute The Project
   - Exhibit leadership to influence your stakeholders for project commitment
   - Strategy to manage change request professionally

5. Control And Achieve The Project Milestone
   - Practical methods to reduce project slippage and ensure project progress
   - Checklist for communicating the project status

6. Successfully Close The Project
   - Ensure proper project closure and hand over
   - Communicate key learning points and celebrate success

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Project Management Made Simple
Date: 14th Apr 2016 (Thu)
Venue: 100 Orchard Road, #04-100 Concorde Hotel Singapore Time: 9.00 am to 5.00 pm

Contact Us:

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1st Participation Details
Name:___________________________________________________________
Organization:____________________________________________________
Designation:_____________________________________________________
Tel No.:__________________________________________________________
Email:___________________________________________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

3rd Participation Details
Name:___________________________________________________________
Organization:____________________________________________________
Designation:_____________________________________________________
Tel No.:__________________________________________________________
Email:___________________________________________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

2nd Participation Details
Name:___________________________________________________________
Organization:____________________________________________________
Designation:_____________________________________________________
Tel No.:__________________________________________________________
Email:___________________________________________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

4th Participation Details
Name:___________________________________________________________
Organization:____________________________________________________
Designation:_____________________________________________________
Tel No.:__________________________________________________________
Email:___________________________________________________________
Food Preference: (Vegetarian/Halal/No Preference/ Others:______)

Investment Fee
S$700 per delegate
S$ 280 After PIC Grant of 60%

Payment Methods
• By Cheque (For Local Participants Only)
• By Bank Transfer
• By E-Invoice Sub Bu No.

I understand and accept the terms and conditions stated below.

Signature and Date

Company Stamp

Terms and Conditions:
• A place will be reserved for you upon receipt of registration.
• All cancellation will carry a SGD 200.00 administration fee.
• No refund can be made for cancellation less than 14 days prior to the event date.
• Aventis Learning Group, reserves the right to cancel or postpone the course/ seminar due to unforeseen circumstances and also the right to reject any registration. A full refund of the course/seminar fee will be made to you.