The New Project Manager: Essential Skills for Success

15 – 19 November 2027
Malé (Maldives)



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Why This Course

As organizations continue to operate in fast-paced, dynamic environments, the need for capable project managers has never been greater. New project managers must navigate complex tasks, coordinate diverse teams, communicate clearly, and deliver results on time and within scope. Success requires not only understanding project management principles but also applying them confidently throughout the entire project lifecycle.

The Essential Project Management for New Leaders - Intensive 1-Week Program is designed to equip emerging project managers with the foundational skills, tools, and mindset needed to plan, execute, and close projects effectively. Through hands-on exercises, real-world scenarios, and practical tools, participants will gain a comprehensive understanding of project management processes while strengthening their leadership and communication capabilities. This program bridges theory with application—empowering participants to lead projects with clarity, structure, and confidence.

What You'll Learn and Practice

By the end of this course, participants will be able to:

- Understand core project management principles, frameworks, and processes.
- Develop project plans, schedules, and resource allocation strategies.
- Communicate effectively with stakeholders and manage expectations.
- Apply risk management and problem-solving techniques throughout the project lifecycle.
- Use essential project management tools and software with proficiency.
- Lead project teams confidently and maintain positive team dynamics.

The Program Flow

Day 1: Introduction to Project Management

- Understanding project management fundamentals, terminology, and best practices
- Exploring the project lifecycle and the five process groups
- Defining the role, skills, and responsibilities of a project manager
- Creating a project charter and clarifying project objectives



Day 2: Project Planning and Scope Management

- Building a comprehensive and actionable project plan
- Defining project scope and managing scope changes effectively
- Developing a Work Breakdown Structure WBS for better control
- Estimating project costs, duration, and required resources

Day 3: Time and Resource Management

- Developing accurate project schedules and activity dependencies
- Applying critical path analysis and understanding float
- Allocating and leveling resources to maximize efficiency
- Using project management software to plan and track progress

Day 4: Risk Management and Quality Control

- Identifying, assessing, and prioritizing project risks
- Developing mitigation and response strategies
- Applying quality planning and control techniques
- Managing project changes through structured change management processes

Day 5: Communication, Leadership, and Project Closure

- Applying effective communication techniques for diverse audiences
- Strengthening leadership skills to motivate and guide project teams
- Managing stakeholders through engagement and relationship building
- Conducting project closure activities and documenting lessons learned

Individual Impact

Participants will return with the ability to:

- Build and manage complete project plans from initiation through closure.
- Identify risks proactively and develop effective response strategies.
- Communicate confidently with team members and stakeholders.
- Lead teams with clarity, collaboration, and shared purpose.

Organizational Impact

Organizations benefit through:

- More structured and predictable project delivery.
- Improved communication and stakeholder alignment.
- Better risk management and fewer project delays.
- Stronger leadership across project teams and functions.



Training Methodology

This intensive program blends conceptual understanding with practical application through:

- Real-world project scenarios and hands-on planning exercises
- Use of project management tools and software
- Group activities, discussions, and collaborative problem-solving
- Facilitator-led sessions linking theory to on-the-job project challenges

Beyond the Course

Upon completion, participants will be prepared to lead projects from start to finish with confidence and structure. They will return equipped with practical tools, templates, and the strategic mindset needed to deliver successful projects and contribute more effectively to organizational goals.

