



2-Day Intensive Course

Managing Successful Projects for *Financial Institutions*

10 – 11 May 2012, Singapore

Managing Successful Projects for Financial Institutions focuses on aspects of project management that are critical within financial institutions, as well as comparing “best practices” from other industries.

The course is structured around a four-phase **process** that provides a step-by-step framework for **learning about** and **doing** project management. *Managing Successful Projects* is designed to be highly participative. Participants work through the various phases and steps of the project management process using a financial institution case study.

Besides focusing on key technical practices and issues relating to each of the four project management phases, the course will also cover “human dynamics” which are critical success factors in project management, such as communication, gaining consensus, problem-solving, meeting and coordinating, dealing with change and team-building.

Who's attending?

The program is designed to benefit senior managers, experienced and novice project managers, and team members.

It is especially relevant for technical professionals who wish to creatively apply their technical expertise to successfully lead and manage real world projects.

Why not recommend this course to a colleague?

What will I get out of it?

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

- Identify key stakeholders of a project including project sponsor, primary and secondary customers and project team members
- Develop a consensus early in the project among project stakeholders about key project specifications
- Analyze communication needs and plan appropriate communication strategies throughout the life of the project based on the specific information needs of the various project stakeholders
- Develop a detailed project plan
- Identify and limit risks to a project by using a variety of problem-solving strategies at the individual and team level
- Plan effective and efficient project team meetings
- Use a variety of strategies for monitoring progress of the project plan and making mid-course adjustments
- Evaluate project success and ensure a smooth transfer of responsibility for support and maintenance of project outcomes into ongoing corporate operations

**Real-World
Skills for
Project
Managers &
Teams!**

BOOK NOW! Register before 10 April 2012 for early-bird discount.

COURSE CONTENT

Part I: Focusing the Project

Gather Information

- Specifying project purpose
- Identifying project stakeholders and attending to their needs
- Identifying key stakeholder concerns
- Collecting information and developing consensus

Define Goals and Objectives

- Relationship of customer expectations to goals and objectives
- Criteria for effective project goals and objectives
- Procedure for translating expectations into goals and objectives
- Criteria for set of project goals and objectives

Estimate Benefits and Resources

- Estimating and quantifying tangible and intangible benefits
- On-budget and off-budget costs
- Development and operational costs
- Incremental costs
- Nonfinancial costs

Document Project Specifications

- Goal/objective statements
- Summary of resource requirements
- Risk identification
- Key deadlines
- Comparison of benefits and resource requirements

Analyze and Plan Communications

- Differing concerns of stakeholders
- Selecting information based on stakeholder concerns
- Selecting a communication approach

PART II: Designing the Project

Define Major Activities

- Definitions of major activities, tasks and sub-tasks
- Process for defining major activities
- Evaluating major activities

Define Tasks and Sub-Tasks

- Criteria for specification of tasks and sub-tasks
- Numbering of tasks and sub-tasks
- Creating timelines for tasks and sub-tasks

Budget Resources

- On-budget versus off-budget costs
- Specifying individuals versus staff positions
- Managing by time and dollars
- Assessing non-personnel costs

Document the Project Plan

- Project timeline chart
- Person-by-task chart
- Updating project specifications
- Presenting the plan

Analyze and Plan Communications

Part III: Implementing the Project

Identify and Limit Risks

- Importance of early problem identification
- Team ownership of problems
- Convergent and divergent thinking
- Brainstorming techniques
- Prioritization techniques

Conduct Effective Meetings

- Characteristics of effective meetings
- Strategies for planning effective meetings
- Key elements of an agenda
- Meeting management
- Evaluating meeting effectiveness
- Informal meetings

Monitor Progress

- Responding to change
- Information collection activities
- Monitoring progress by timeline
- Monitoring progress by task/person
- Monitoring resource expenditure rate
- Monitoring by task description

Analyze and Plan Communications

Part IV: Transferring Control

Evaluate Project Success

- Focus on evaluation users
- Information collection
- Information analysis
- Information reporting

Complete Project Checklist

- Documenting project activities and resource expenditures
- Developing manuals and training programs/materials required for post-project operations
- Providing feedback to team members
- Debriefing the project team

Analyze and Plan Communications

Technical Content and Format

This program is presented in a workshop format. Participant materials include:

- The **Project Management Handbook**, which is distributed to each participant, contains detailed descriptions of the strategies used to carry out each step of the project management process. It also contains samples that demonstrate the application of many of the strategies, as well as job aids which participants can use in planning and implementing their own projects back on-the-job. The Handbook also serves as an excellent post-workshop reference guide.
- A Financial Institutions-based **Case Study** is used throughout the course. Each phase of the project management process is applied to the case in class discussions and team exercises. The course comes with a generic industry case, but it can be customized for your company, if desired.
- A **Video** is used to further illustrate the case study and bring it to life. This is not the "usual" training video. Instead it acts as a catalyst between the case study and the experience of the participants and to facilitate case relevance to on-the-job skills.
- **Handouts** relative to the program and industry issues are also provided to participants during the workshop. These handouts vary, depending on audience, industry and other issues that may be relevant at the time of the workshop.

Post-Training evaluation tools (level 3) to support on-the-job evaluation, coaching and development of participants using high-performing project competencies are also available to the organization to help ensure post-training project success

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Website
www.salmonthrust.com

Telephone
 (+65) 6323 0768

Email
email@salmonthrust.com

Professional Development Units (PDU)

Participants who complete the **Managing Successful Projects** workshop can claim 14 PDUs toward their PMP certification or re-certification with the Project Management Institute. This attainment will be shown on each participant's Certificate of Completion of the Managing Successful Projects workshop.

Past participants have come from industry leaders such as Smart Telecom, RCBC, Timex, Petronas, Citibank, JP Morgan, and Vodafone.



Steven Lesser

Steve has been in training and consultancy since 1991. His practice is largely in the areas of Strategic Management, Change Implementation, Marketing and Sales, People Development, Negotiation, Problem Solving, Credit and Project Management. He has had extensive experience in the financial services industry. Clients include Vodafone, Citibank, Renong Berhad, AMP Banking. Steve is also a frequent speaker at regional, HRD, financial and strategic conferences as well as facilitating client strategic planning, conferences and meetings.

Steve brings some 22 years financial services industry experience, from positions as General Manager Corporate Banking, The Nippon Credit Bank; Deputy State Manager, Challenge Bank Limited, and various managerial positions with the Commonwealth Bank of Australia.

Steve holds a Master of Applied Finance and is also a Fellow of the Australasian Institute of Banking and Finance, a Fellow of the Institute of Company Directors in Australia, an Associate Fellow, Australian Institute of Management, an Associate, Australian Institute of Training and Development and a Director of the Instructional Systems Association of Australasia.

Venue

All of our courses are held in 4 -5 stars hotels, chosen for their location, facilities, and level of service. You can be assured of a comfortable, convenient learning environment throughout the duration of the course.

Due to the variation in delegate numbers, we will send confirmation of the venue to you approximately 2 weeks before the start of the course.

About Us

Salmon Thrust provides tailored financial training solutions to leading Asian clients. Being Asian for Asians, we understand that different cultures have their own needs in terms of product and knowledge, and in terms of their approach to Client Management.

Founded in 2004 to satisfy the demand for wealth management and related training programs in this part of the world, we develop and present seminars and workshops for executives working in corporations, investment banks, securities houses, firms of accountants and legal practices.

Our courses are held on a public or in-house basis, a full list of which can be found on our website. Visit www.salmonthrust.com

Save Time and Money with In-House Training

In-house training is an efficient and cost effective way to ensure that your employees are equipped with the knowledge and skills needed to make a real impact in your organization.

Training can be arranged for anything from small groups to entire divisions and will take place at a time chosen and convenient to you.

For more information on holding this, or any other salmon Thrust course in-house, please contact:

Audrey Ang, Sales Manager
Tel: +65 63230768
Email: audrey@salmonthrust.com

Funding Support

The Monetary Authority of Singapore (MAS) administers Financial Training Scheme (FTS) grants to financial sector organisations that sponsor eligible Singapore based participants to training programmes that meet qualifying criteria. For more details, please visit www.mas.gov.sg, or contact the MAS via fsdf@mas.gov.sg.

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Register now

Package	Before 10 Apr 2012	After 10 Apr 2012	Quantity	Sub-total
Registration fee	S\$1,800 Save \$200	S\$2,000		
Platinum Package	Send 4 delegates and 5 th comes FREE			

Attendee details

1	Name.....	Job title.....
	Tel.....	Email.....
2	Name.....	Job title.....
	Tel.....	Email.....
3	Name.....	Job title.....
	Tel.....	Email.....
4	Name.....	Job title.....
	Tel.....	Email.....
5	Name..... FREE	Job title..... FREE
	Tel..... FREE	Email..... FREE

Company/Invoicing details

Organization name.....

Address.....

Postcode.....

Invoice attention to..... Job title.....

Tel..... Email.....

Approving Manager signature

NB: Signatory must be authorized to sign on behalf of contracting organization

Name.....

Email..... Job title.....

Tel..... Fax.....

Authorizing signature * (Mandatory).....

Payment method

For payment by crossed **cheque or bank-draft**, please make payable to: **Salmon Thrust Pte Ltd**

For payment via **telegraphic transfer**, please make payment to:

Account number: 501-747323-001
 Account name: Salmon Thrust Pte Ltd
 Bank address: 65 Chulia Street, #01-01 OCBC Centre. Singapore 049513
 Bank code: 7339
 Swift code: OCBCSGSG

How to book your course

Complete this form and **fax** to:
+65 6423 9802

Or send the form to:

Salmon Thrust Pte Ltd
 55 Market Street #10-00
 Singapore 048941

Take the Platinum package

Get your team together and save!
Send 4 delegates and get one FREE

You may also be interested in

- Life Cycle of a Trade - FX & Derivatives (10 Feb)
- Asset-Liability Management (24 – 25 May)
- Life Cycle of a Trade – Securities (18 Apr)
- Introduction to Financial Products for Back Office Officers (16 – 17 Apr)
- Straight-Through Processing (21 May)

Go to www.salmonthrust.com to view our full course calendar

Terms and conditions

1. Should you be unable to attend, a substitute delegate is welcome at no extra charge.
2. Salmon Thrust does not provide refunds for cancellations. Invoiced sums are payable in full within 7 days of the invoice date.
3. Salmon Thrust will provide full course documentation to a delegate who has paid, but is unable to attend.
4. Salmon Thrust reserves the right to change the content of the program without notice including the substitution, alteration or cancellation of speakers and/or topics and/or the alteration of the dates of the event.
5. Salmon Thrust is not responsible for any loss or damage as a result of a substitution, alteration, postponement or cancellation of an event under any circumstances.
6. Salmon Thrust reserves the right to amend any part of the published program, agenda or speakers due to factors outside of its control.

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