



Catalogue 2020





Standard Training program

Preparation to Certified Associate in Project Management (CAPM)® exam

DURATION	3 days
PARTICIPANTS	10 to 12
AUDIENCE	Beginners to less-experienced project managers and project members
LOCATION	On or Off-Premise
DESCRIPTION	The CAPM® is an entry-level certification for project practitioners with less project experience. The certification demonstrates candidates' understanding of the essential terminology, processes and skills and knowledge of project management.

Preparation to Project Management Professional (PMP)® exam

DURATION	Minimum of 5 days and up to 10
PARTICIPANTS	10 to 12
AUDIENCE	Experienced project managers, planners and risk managers
LOCATION	On or Off-Premise
DESCRIPTION	The PMP® is a certification for experienced project manager. The certification demonstrates that candidates acquired all skills and knowledge to lead and manage projects and is able to use properly project management tools and technics. The certification is the most important industry-recognized for project managers.





DevOps Foundation® (DevOps Institute), incl. exam

DURATION	3 days
PARTICIPANTS	10 to 12
AUDIENCE	Management, Operations, Developers, QA and Testing professionals in IT sector
LOCATION	On or Off-Premise
DESCRIPTION	<p>DevOps is an agile software methodology that combines software development with information technology operations. The main aim of DevOps is to shorten the systems development life cycle.</p> <p>The certification demonstrates the understanding of DevOps objectives, vocabulary, principles and practices.</p>

How to communicate with tact, diplomacy and credibility

DURATION	1 day
PARTICIPANTS	10 to 12
AUDIENCE	All
LOCATION	On or Off-Premise
DESCRIPTION	<p>Learn how to communicate in a tactful and diplomatic manner, yet effective in bringing across your message. Main objective of this training is to making yourself promotable, learn to be poised and professional under pressure, building a great reputation for responding positively to criticism and flexing your style to handle stressful situations with ease</p>

Time and priority management

DURATION	1 day
PARTICIPANTS	10 to 12
AUDIENCE	All
LOCATION	On or Off-Premise
DESCRIPTION	<p>Learn how have greater control of your time management style and life. Main objective is to learn how to plan your time, manage priorities and emergencies. Learn how to identify what is important and what is urgent and act accordingly.</p>





Efficient meeting facilitation

<i>DURATION</i>	<i>1 day</i>
<i>PARTICIPANTS</i>	<i>10 to 12</i>
<i>AUDIENCE</i>	<i>All</i>
<i>LOCATION</i>	<i>On or Off-Premise</i>
<i>DESCRIPTION</i>	Learn how to better organizing and managing meetings. The main objective of this training is to learn how to prepare and facilitate a meeting effectively, using the right communication channels, how to define an agenda, facilitator's role, manage difficult situations and more...





Tailor-made Training program

Tailor-Made Trainings on Project Management Topics

DURATION	TBD
PARTICIPANTS	TBD
AUDIENCE	Beginners to experienced project managers, project members, risk managers, planners.
LOCATION	On or Off-Premise
DESCRIPTION	<p>From project management introduction to training on all aspects of project management, we prepare the training program with you or propose you one to match your specific training needs.</p> <p>The training can be designed to focus on one or more project management topics among:</p> <ul style="list-style-type: none">• Schedule Management• Cost Management• Quality Management• Resource Management (incl. Team Management)• Scope Management• Communication Management• Risk Management• Procurement Management

Tailor-Made Trainings on Agile Project Management

DURATION	TBD
PARTICIPANTS	TBD
AUDIENCE	Beginners to experienced project managers and project members
LOCATION	On or Off-Premise
DESCRIPTION	<p>Agile project management is an iterative approach to product delivery that builds incrementally from the start of the project.</p> <p>We prepare the training program with you or propose you one to match your specific training needs, taking into account the methodology you follow or want to implement.</p>





Tailor-Made Trainings on Change Management

DURATION	TBD
PARTICIPANTS	TBD
AUDIENCE	All
LOCATION	On or Off-Premise
DESCRIPTION	<p>Change Management describes all approaches to prepare and support individuals, teams and organizations in making operational change. The training gives you the knowledge, skills and tools to manage successful change projects or initiatives. Focused on the people side of change and change strategy, roles and responsibilities for successful change. Can be generic or specific (e.g. ADKAR).</p> <p>We prepare the training program with you or propose you one to match your specific training needs, taking into account your organizational culture on change.</p>

Tailor-Made Trainings on Operational Excellence

DURATION	TBD
PARTICIPANTS	TBD
AUDIENCE	All
LOCATION	On or Off-Premise
DESCRIPTION	<p>Operational Excellence is the philosophy of the workplace where problem-solving, teamwork, and leadership results in the ongoing improvement in an organization. We prepare the training program with you or propose you one to match your specific training needs on:</p> <ul style="list-style-type: none">• Process Management• Key Performance Management• Guided Innovation Management

