

Upon successful completion of this course  
you will be able to use the CIPM™  
designation on your business cards!

# AAPM Certified International Project Manager (CIPM™)

8 – 12 February 2009 • Villa Rotana Suites, Dubai, UAE

15 – 19 February 2009 • Villa Rotana Suites, Dubai, UAE

## By Attending This Programme You Will Be Able To:

- Formalise the process of project delivery within your organisation
- Examine the project delivery cycles
- Discover tools and techniques that aid in managing the results of various categories of project structures
- Learn how to develop effective strategies to manage projects

## The Added Benefits You Will Receive Include:

- The ability to use the designation CIPM™ on your business cards and resume
- Up to 18 months membership to the AAPM professional body
- Access to the AAPM project management network and body of information online
- Access to the AAPM international journal published online
- Evidence that you have completed graduate level project management education and you have substantial experience in managing projects on a regional and global level

## Who Should Attend?

This highly practical qualification has been specifically designed for senior level project management professionals including:

- Organisational Project Managers • Team Leaders • Senior Analysts
- Executive Directors • Operations Directors • Programme Managers
- Research and Development Officers • Research Scientists • Management Consultants and other Contractors

Plus anyone who is involved in project management, or anticipates being involved in projects in the future. This programme is designed specifically to suit a broad range of professionals, as the programme deals with technical project methodologies with a large emphasis on people and soft skills.

### Certifying Body



Certified by the American Academy of Project Management (AAPM). Recognised in over 145 countries by 563 training providers, universities and other institutions.

Organised By



Official Regional Recruitment Partner



[www.iirme.com/cipm](http://www.iirme.com/cipm)

Dear Project Management Professional,

Project management is the world's fastest growing profession and in today's ever-changing business environment, organisations demand multi-skilled individuals who can manage far more than their predecessors.

Due to the high demand from the three courses we have run in 2008, IIR is pleased to repeat, **AAPM's Certified International Project Manager (CIPM™)** programme with two options, 8 – 12 February and 15 – 19 February 2009.

During five intensive days you will examine the delivery cycles that are routinely encountered in business today, discover tools and techniques that aid in managing the results of various categories of project structures and learn how to develop effective strategies to manage these projects.

On satisfactory completion of this five day programme you will receive your certification from the **American Academy of Project Management (AAPM)**, which is recognised in over 145 countries. You will then be able to use the designation CIPM™ on your business cards and resume.

PLUS! You will receive up to 18 months membership to the AAPM professional body.

Your Programme Director, Steve Wylie and I look forward to welcoming you to this professional programme in Dubai!

Yours Sincerely,



Katie Lawrence  
Senior Conference Manager

**P.S.** This highly popular course is being repeated due to high demand. The last three courses have sold out! Places are limited to 25, so I urge you to book early!

**P.P.S.** Free Membership to AAPM for 18 months is included within the programme fees!

## Meet Your Expert Programme Director



**Steve Wylie**  
Global Executive Team  
**AAPM Asia Pacific**

Steve is based in Singapore servicing Asian financial services clients. He has over 22 years experience in IT, programme management, business analysis, strategic planning, e-commerce strategy and applications, bancassurance, BPR and CRM.

Steve is the Managing Director and Managing Consulting Partner for VPN Group. He is an Associate Fellow of the Australian Institute of Management, a Fellow of the American Academy of Project Management (FAAPM) and is also AAFM qualified as a Registered Business Analyst (RBA) and as a Master Financial Professional (MFP). Additionally, Steve is AAPM qualified and holds MPM and CIPM™ status, sits on the board of several companies in Asia and has worked in Europe, Middle East and Asia.

## What is this programme all about?

"Putting the Management back into Project Management."

The programme is for professionals who desire to enhance their knowledge and people skills in order to successfully run projects.

In addition, this programme has been designed in consultation with the President and Board of Standards of AAPM, to ensure the programme is consistent with international best practice. This programme has been officially approved by AAPM and ICECC's Board of Standards.

*"We never seem to have enough time to plan work properly the first time, but we always seem to have enough time to do the work again a second time."*

## How is the CIPM™ programme different from the others in the market?

**There are two distinct differences:**

Firstly, CIPM™ is non-industry specific, ensuring that you have an increased appreciation for project management issues across the board.

Secondly, the extensive focus on personal and soft skills. Projects most often fail not because a technical project plan is incorrect, but rather because of a breakdown in communications, team dynamics, project leadership issues and/or personal conflict issues. AAPM CIPM™ deals with many of these issues and provides a framework to increase personal abilities and skills on the soft side of project management.

## Is this programme professionally and internationally recognised?

Recognition comes at three levels: international, corporate and individual

- At the international level, the CIPM™ programme is recognised by the American Academy of Project Management (AAPM) and the Institute of Certified eCommerce Consultants. The next level of International Certification for the attendees would be Master Project Manager (AAPM MPM).
- At the corporate level, the CIPM™ programme has been developed as the result of active discussions with companies involved in both small and large projects in the USA, Singapore, Asia Pacific and also in the Middle East. Therefore, the programme is designed to meet the growing demand for project management skills in localised markets.
- At the individual level: Perhaps this is where it matters the most. As a participant in the programme, completion will provide you with greater confidence in a very practical professional skill, and thus increase the likelihood of success in your career advancement or job search.

*"Steve is one of the best instructors I have met in the last 15 years."*

**Amro Ahmad Hassan**, Senior Project Manager, **Tameer Holding Investment**, UAE

*"It is a very interactive and useful course."*

**Samer Reyad**, Project Manager, **Bin Hafeez General Contracting Co.**, UAE

## Programme Timings

Registration will commence at 08:00 on the first day. The programme will begin at 08:30 with refreshments being served at appropriate intervals. The programme will conclude each day at 14:30 after which lunch will be served.

## The CIPM™ Training Style

This programme is delivered using “blended learning”. This involves classroom lecturing, highly intensive case study/role playing reviews, classroom interaction and feedback, with one-to-one coaching from the facilitator.

## CIPM™ Programme Overview

Project management is growing exponentially. It's now used in virtually all industries, such as: government, healthcare, telecom, IT, education and banking. Effective project management is how these organisations streamline to improve productivity. As businesses are restructured, project managers take over many responsibilities. Expertise in project management is a source of security, prosperity and power to many companies.

## Programme Outline

### Day One – Sunday, 8 February 2009 Day One – Sunday, 15 February 2009

#### Operational Risks And Operations Management

##### Project Management (PM) Overview

- What is PM?
- Why projects go wrong

##### The ‘Technical’ Stuff – Part One

- Project goals and kickoff
- Project life cycle
- Project methodology
- Planning and scheduling

### Day Two – Monday, 9 February 2009 Day Two – Monday, 16 February 2009

##### The ‘Technical’ Stuff – Part Two

- Work breakdown structure
- Estimating and scheduling resources
- Floats and critical paths
- Scheduling methods (GANTT and PERT)
- Defining the project team
- Tracking project activities
- Closing out projects

### Day Three – Tuesday, 10 February 2009 Day Three – Tuesday, 17 February 2009

##### Commitment-Based Project Management

- What is CBPM?
- Translating project goals into ‘personal commitments’

##### PM Software

- Introduction to common PM software

##### Documentation, Reporting, Risks And Scope

- Risk management
- Scope management
- Reporting and communication
- Project audit/review
- Post-implementation reviews

### Day Four – Wednesday, 11 February 2009 Day Four – Wednesday, 18 February 2009

##### It's All About People

- The Project Manager's role
- Project leadership and management
- Defining the project team
- Generating 'buy-in'
- Personality profiling
- Running effective project meetings
- Communications
- Negotiations and reporting
- Facilitation

### Day Five – Thursday, 12 February 2009 Day Five – Thursday, 19 February 2009

##### Practical Assessment Exercises

The final day encompasses learning from the four previous days into a workshop learning model, along with the introduction of specific tools, simulations and case studies.

##### Final Examination

##### Final Wrap-Up Case Study

### Forthcoming Relevant Events

BC2898 **Strategic Event Manager**  
25 – 29 January 2009  
[www.iirme.com/events](http://www.iirme.com/events)

BC2966 **Effective Project Coordinator**  
1 – 5 March 2009  
[www.iirme.com/epc](http://www.iirme.com/epc)

For more information on any of the above events please contact us  
on Tel: 971-4-3352483 or email: [r.devnani@iirme.com](mailto:r.devnani@iirme.com)

# AAPM Certified International Project Manager(CIPM™)

IIR Middle East certified by



8 – 12 February 2009 • Villa Rotana Suites, Dubai, UAE

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## FIVE EASY WAYS TO REGISTER

☎ 971-4-3352437    📠 971-4-3352438    💻 register@iirme.com

✉ **IIR Holdings Ltd.**    **GCS/IIR Holdings Ltd.**  
PO Box 21743, Dubai, UAE    P O Box 13977, Muharraq, Kingdom of Bahrain

🌐 [www.iirme.com/cipm](http://www.iirme.com/cipm)

**For further information and Group Discounts\*  
contact 971-4-3352483 or email: r.devnani@iirme.com**  
*\*Group discounts are only applicable on the full event price*

WEB BC2902 BC2902A

Yes, I want to register for:

Event	Dates	Price before 31 December 2008	Price after 31 December 2008
<input type="checkbox"/> <b>AAPM Certified International Project Manager (CIPM™)</b>	8 – 12 February 2009	US\$ 4,095 (Save US\$ 200)	US\$ 4,295
<input type="checkbox"/> <b>AAPM Certified International Project Manager (CIPM™)</b>	15 – 19 February 2009	US\$ 4,095 (Save US\$ 200)	US\$ 4,295

**If you have eight or more delegates who need this training, contact IIR In-House on 971-4-3352439 or inhouse@iirme.com**

*Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.*

### PERSONAL DETAILS:

	Title	First Name	Surname	Job Title	Department	Email	Mobile
1 <sup>st</sup> Delegate							
2 <sup>nd</sup> Delegate							
3 <sup>rd</sup> Delegate							
4 <sup>th</sup> Delegate							

To assist us with future correspondence, please supply the following details:

Head of Department						
Training Manager						
Booking Contact						

Company: .....

Address (if different from label above): .....

Postcode: ..... Country: .....

Tel: ..... Fax: .....

No. of employees on your site:

0-49     50-249     250-499     500-999     1000+

Nature of your company's business: .....

Yes! I would like to receive information about future events & services via email.

My email address is: .....

### Payments

A confirmation letter and invoice will be sent upon receipt of your registration. **Please note that full payment must be made upon receipt of the invoice and prior to the event.** Only those delegates whose fees have been paid in full will be admitted to the event. You can pay by company cheques or bankers draft in Dirhams or US\$. Please note that all US\$ cheques and drafts should be drawn on a New York bank and an extra amount of US\$ 6 per payment should be added to cover bank clearing charges. All payments should be made in favour of IIR Holdings Ltd.

### Card Payment

Please charge my credit card:     Visa     Mastercard     American Express

Name on Card: .....

Card Number: ..... Exp. Date: .....

Signature: .....

### Cancellation

If you are unable to attend, a substitute delegate will be welcome in your place. If this is not suitable, a US\$ 200 service charge will be payable. Registrations cancelled less than seven days before the event must be paid in full.

### Avoid Visa Delays – Book Now

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

*Due to unforeseen circumstances, the programme may change and IIR reserves the right to alter the venue and/or speakers.*

### Event Venue

**Villa Rotana Suites, Dubai, UAE**

Tel: 971-4-3216111

### Accommodation Details

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the IIR Hospitality Desk for assistance on:

Tel: 971-4-4072693

Fax: 971-4-4072517

Email: [hospitality@iirme.com](mailto:hospitality@iirme.com)