NOTICE
About enrolling the course "Project Management"

Pursuant to the regulations of Social Development Training Center (SDTC); with the consent of Ton Duc Thang University, SDTC is going to organize the course *"Project Management"* with the following information:

- ❖ ***Time:***   From November 2nd to November 4th 2010 (3 days)

    Morning: 08h00 – 11h30

    Afternoon: 13h30 – 17h00

- ❖ ***Venue:***   Ton Duc Thang University, 98 Ngo Tat To St., Binh Thanh Dist., HCMC

- ❖ ***Language:*** Vietnamese

AIMS & OBJECTIVES:

This training aims is to provide participants with the skills and knowledge to manage a project successfully.

TARGET PARTICIPANTS:

The course is designed for project officers, project managers, project staff and people who is working in project field…

SCHEDULE & CONTENT:

DATE	TIME	CONTENT
November 2nd 2010	**8:00AM – 11:30AM**	• Welcome and introduce trainees • Assess trainees' need about the course
		Lesson 1: Basic Concept • Project stage • Concept of project cycle management • Project management's functions • Project manager's task
		Tea-break
		Lesson 2: Project Development • Kinds of project • Method of strategic project development. • Analyze problem trees.
		Take a siesta
		• Build objective trees

		Tea-break
		• Make strategic project (Build logic frame).
November 3rd 2010	**8:00AM – 11:30AM**	• Build logic frame's index (cont.)
		Tea-break
		• Build assumptions.
		Take a siesta
	13:00PM – 17:00PM	• Make implementation plan
		Tea-break
		• Make implementation plan (cont.) • Time schedule
November 4th 2010	**8:00AM – 11:30AM**	**Lesson 3: Make a project reach the objective** • Project team. • Division and authorization
		Take a break
		• Time management
		Take a siesta
	13:00PM – 17:00PM	• Project monitoring and evaluation. • Course evaluation. • Make test

TRAINER'S BACKGROUND:

Expert: Le Dai Tri

Mr. Tri has over 15 years project management experience working in a variety of areas including Project Assessment, Project Management, Project Monitoring and Evaluation, Participatory Project Planning, Communication Strategies, Strategic Planning, Health Education, Participatory Research and Training. His practical experience comes from working with community-based projects and advising INGOs. Mr. Tri is known to many for his active and exciting teaching style, and especially for his drawings, and funny and meaningful stories. His easy-going demeanour makes him a favourite teacher to all.

- ❖ Training time: **3 days**
- ❖ Legality: SDTC will organize an examination after the course.
- ❖ Registration deadline: **October 25th 2010**

❖ Fee policy:

- For local organizations: **pay 90,000 VND/day**

- For individuals and other organizations: **pay 360,000 VND/day** (Discount 20% fee for student)

- Costs for certificate: **100,000 VND** (Trainee who doesn't attend or pass the examination **won't** be refunded).

- For trainee who doesn't pass the examination to be certificated will receive testimonial from SDTC

- For faraway trainee who needs to receive certification: **pay post parcel 20,000VND**

For enquiries and registration, please contact

Mr. Bao – 093 797 5445 or Ms. Quyen – 0903 111 284

Ton Duc Thang University, R. 604, 98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC

Tel: (08) 2242 6789 – Fax: (08) 3840 4894

Email: sdtc@tdt.edu.vn – Website: http://sdtc.tdt.edu.vn

Director of SDTC

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MA Tang Huu Tan