

2nd “Project Management” Course

I. Information on course:

Duration: 3 days, from 07th – 09th December, 2012; Location: HCM City.

Trainer: Mr. Trần Minh Hải, Mr. Trần Triều Ngõa Huyền and Ms. Nguyễn Thị Tường Oanh.

II. Fee:

- 1.500.000VND for participants who work for foreign NGOs.
- 900.000VND for participants who work for Vietnamese NGOs (40% discount).
- Receiving a 10% discount for the second person and a 15% discount for the third person if booking two or more people who work at the same workplace.
- Fee includes tuition fee, course materials, tea-break, lunch and certificate.

III. **Who should attend:** staff of social groups, clubs and enterprises; local and foreign NGOs.

IV. **Key benefits from this course:** After completing the course, participants can:

- Describing basic definitions of project management, function of project management and project cycle.
- Making project planning and execution and calendaring with Gantt chart.
- Become knowledgeable about finance management principles, building standard on a budget and auditing.
- Describing function of personnel management, practice of recruitment process and how to delegate routine tasks efficiently.

V. Trainer:

1. Mr. Trần Minh Hải, Master of Social Work of The Philippines Women’s University, attends a refresher course on Community Development at Asian Social Institute (ASI) – Philippines, Chief Human Resource Officer Certificate in PACE Institute of Leadership and Management, “Lead to Success” Certificate of LIW, Australia. Mr. Hai has 20 years’ work experience for the local and foreign NGOs, including 14 years’ work experience as a trainer.

2. Ms. Nguyễn Thị Tường Oanh, Bachelor of Economics, Major in Accounting of University of Economics, Finance Manager of Disability Resource and Development (DRD). Ms. Oanh has 15 years' work experience in finance and accounting fields, including 5 years' work experience as a trainer.
3. Dr. Trần Triều Ngõa Huyền, graduated from Hue University of Medicine and Pharmacy, Certificate in Community Health of Fukushima University, Japan. Mr. Huyền has 12 years' work experience in teaching of research, monitor and assessment of project, including 10 years' work experience as a trainer.

VI. Agenda:

Time	Morning	Afternoon
Date 1	Lesson 1: Project and project management <ul style="list-style-type: none"> ○ Definition of project and management. ○ Definition of project management. ○ Function of project management. ○ Project cycle. 	Lesson 2: Task management <ul style="list-style-type: none"> ○ Setting tasks. ○ Calendaring covers scheduling with Gantt chart. ○ Time management. ○ Tracking, monitoring and assessing performance of tasks.
Date 2	Lesson 3: Finance management <ul style="list-style-type: none"> ○ Finance management principles. ○ Finance management tools. ○ Making a budget for an organization/ a program/a project. 	<ul style="list-style-type: none"> ○ Monitoring the budget. ○ Filing book-keeping records. ○ Assets management. ○ Audit of an organization/a program/ a project.
Date 3	Lesson 4: Human Resource management <ul style="list-style-type: none"> ○ Function of personnel management. ○ Recruitment. ○ Delegating tasks. ○ Team work. 	<ul style="list-style-type: none"> ○ Working with different types of people at the work. ○ Assignment & delegation . ○ Persuasion, motivation, encouragement

VII. Contact:

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Deadline of registration: 03/12/2012.