

## Enrollment Announcement the Course: “Project Management”

### I. Information about the course:

Time: 3 days, from 24 to 26 February, 2014; Location: HCM City

Trainer: Mr. Tran Minh Hai – Director of Tuong Lai Centre

II. **Fee:** 1.500.000 VND/learner/course (include tuition, materials, school supplies, teabreak and certificate)

III. **Participants:** Members of the team, club, social organizations, foreign and domestic NGOs.

IV. **Objectives of the course:** After finishing this course, participants can:

- Describe the basic concepts of project management, the functions of project management and project cycle.
- Building a operating plan and operating schedule according to Gantt diagram
- Develop the tools to monitor, supervise and evaluate the work of the project
- Knowing about the principles of financial management, building the standard project budget and understanding of audit work.
- Describe the function of managing staff, practice the staff recruitment process and how to use staff effectively.

### V. **Trainer:**

Mr. Tran Minh Hai, Graduated in Social Work from Philippine Women's University, developed in Community Development major at Asian Social Institute (ASI)-Philippines, certified professional Human Resource Manager at PACE Entrepreneur, certified the training program “chúng nhận chương trình đào tạo “Leadership for Success” of Leadership Initiative World (LIW) of Autralia. Mr. Hai has 20 years experience in working for foreign and domestic NGOs, in which he has 14 years experience in training for organizations. During studing time, Mr. Hai always organize the activities, such as: personal excercises, group, discussion in team to attract the participant can feel interesting in the topic and make the free

atmosphere.

## VI. Program:

| Time              | Morning  | Afternoon   |
|-------------------|--|---|
| <b>First day</b>  | <b>Topic 1: Project and Project Management</b> <ul style="list-style-type: none"><li>○ Concept of project and management</li><li>○ Concept of project management</li><li>○ Functions of project management</li><li>○ Project cycle</li></ul> | <b>Topic 2: Work management</b> <ul style="list-style-type: none"><li>○ Building operating plan</li><li>○ Time schedule according to Gantt diagram</li></ul>  |
| <b>Second day</b> | <b>Topic 2: Working management (continues)</b> <ul style="list-style-type: none"><li>○ Time management</li><li>○ Tracking, monitoring and evaluating work</li></ul>  | <b>Topic 3: Financial Management</b> <ul style="list-style-type: none"><li>○ Principles of financial management</li><li>○ Tools of financial management</li><li>○ Building a budget for an organization/program/project</li><li>○ Audit of organization/program/project</li></ul> |
| <b>Third day</b>  | <b>Topic 4: Human Resources Management</b> <ul style="list-style-type: none"><li>○ Function of staff management</li><li>○ Recruitment staff</li><li>○ Using staff</li><li>○ Team working</li></ul>   | <ul style="list-style-type: none"><li>○ Working with types of person in organization</li><li>○ Work assignment, authorize</li><li>○ Persuade, motivate, encourage employees</li></ul>   |

## VII. Contacting:

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Deadline: February 18th, 2014