



# Project Management Essentials

11<sup>th</sup> May 2021

**FREE TASTER SESSION**  
FOR HR & TRAINING PROFESSIONALS



## INTRODUCTION

Whether bring a new product to market, designing an efficiency process, or upgrading an IT system, projects are entwined in our professional life. Knowing specific skills and getting a project management mindset are valuable for every person and all levels.

**During this 2.5 hrs session, we will share:**

- The biggest pitfalls/challenges of projects to be minimized
- An introduction the 5 process groups and 10 knowledge areas of the Project Management Institute (PMI)
- An engaging and exciting project simulation that showcases the essential quality of understanding project constraints, assumptions, and communications
- Q&A

Come **join us** and see how project management skills training can benefit you and your team.

**Date:** 11<sup>th</sup> May 2021 (Tuesday)

**Time:** 14:00 –16:30

**Speakers:** Pat McDonald

**Language:** English

**Admission:** FREE for HR, L&D, Talent Development professionals

**Venu:** Room Pinzhenxuan, 1/F, The Living Room by Octave, NO.357 West Jianguo Road, Shanghai



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## Module #1- Common & Unique Icebreaker

- **Theory/Objective:** Each person can relate to others in many ways and communicate these commonalities and what makes each person distinct. This Icebreaker gets people to know each other, set the interactive tone of the day, and show that communicating between people is complicated and easily subject to misunderstanding. The Trainer also has the opportunity to observe personal and group dynamics to help plan training delivery.
- **Activity:**
  - People work in small groups to find areas that they have in common and that are unique to each individual in relationship to the other people.
  - They need to indicate these **symbolically** using pictures on flipcharts.
  - Other groups will then need to guess as to the meaning.

## Module #2- Aircraft Activity

- **Objective:** Trainees learn about common pitfalls in communication, stakeholder management, goal setting & problem solving when dealing with cross functional teams and projects.
- **Theory & Application:** In many projects, people operate ineffectively and inefficiently and do not search out ways to communicate better and sufficiently to achieve success.
  - This activity makes clear the need to communicate better than most people naturally realize. These issues are common in many projects and cross functional teams, especially when:
    - Roles are not clear.
    - Objectives are not defined.
    - Constraints are beyond control and limited.
- **Practice & Evaluation:**
  - The activity begins with the group broken into competing groups/companies.
  - Each of these groups is further subdivided into two remotely located national business units.
  - Each company **competes** in a project to **create** an aircraft based upon information and material given at the beginning of the project.
  - As time and resources are extremely limited, and authority is not clear, people within the different groups will need to influence and persuade to reach the desired deliverables for a successful project.

## Module #3- Introduction to Projects & Project Management

- **Objective:** Trainees will be able to differentiate between a project, a routine process, and what makes projects and project management unique.
- **Theory & Application:**
  - By understanding what makes a project unique, you will be better able to understand how this differs from a routine procedure.
  - Projects are usually used to develop products, processes, services, or 'results'.
  - Trainees are **introduced** to the five process groups and ten knowledge areas of Project Management based on the Project Management Institute (PMI) Project Management Book of Knowledge (PMBOK).
- **Practice & Evaluation:**
  - Trainees, in their groups, **share** common problems and potential solutions related to the Project Management introduction. Feedback is solicited from other groups and trainer.

# TRAINER PROFILE

## Patrick McDonald



**Nationality:** United States

**Languages:** English

Patrick moved to China in 1998 and has been training companies since 2004.

His trainings are illustrated with stories and anecdotes from his past experience that bring the interaction alive for his trainees, while also tailoring the training to the specific needs of the trainees and company.

Patrick holds an MBA specializing in International Business and a Project Management Professional (PMP) certification from the Project Management Institute, as well as a Lean Six Sigma certification. He studied Organizational/Industrial Psychology, Cultural Anthropology and East Asian Studies at Loyola University – Chicago.

### Project & Process Management Skills Expertise:

Patrick most recently worked as an Operations Director for a training company and managed a multinational team from Australia, Britain, China, Singapore, and the USA.

His stress and focus has always been the increases in productivity and performance through the encouragement and structure of continuous improvement and sharing of ideas. In an era of distributed, international teams, effective and efficient use of Project & Process Management skills best practices is essential.

Patrick has run projects in multiple industries, with teams from two to over 100 stakeholders. These range from projects that contain small internal departmental policy changes to implementing companywide IT/IS deployments. His experience in a diverse range of industries over the past 20 years has given him unique insights in expressing his training thoughts clearly, concisely, and specifically in culturally, detailed, and professionally appropriate ways.

### Patrick's Project & Process Management Clients:





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