

**COURSE OVERVIEW PM0500**  
**Professional Project Leader**

*Project Planning, Scheduling, Monitoring, Reporting & Control*  
*(Accredited by ILM)*

**Course Title**

Professional Project Leader: *Project Planning, Scheduling, Monitoring, Reporting & Control (Accredited by ILM)*

**Course Venue**

September 14-18, 2025/Abu Dhabi Meeting Room, The Tower Plaza Hotel, Dubai, UAE

**Course Reference**

PM0500

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

**Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***

This course is designed for those incharge of project within industrial environment. It covers result oriented planning, project execution, project organizing, management of various project controls, project communications, project leadership and project acceleration techniques.



The course covers the project management; the result oriented planning; the project execution and organizing; the project control general; the project control through earned value; the critical chain project management; the project communications; the project leadership; the people control; the scope control; the project acceleration techniques; and the contractor/subcontractor control.



The course is carefully developed to reflect the best practices in the petroleum industry that also match the training requirements of distinguished professional organizations such as the Project Management Institute (PMI) and FIDIC. The Professional Development Units/Hours (PDUs) or Continuing Education Units (CEUs) awarded to our participants are recognized by the Project Management Institute (PMI) and by the International Association for Continuing Education & Training (IACET-USA).

During this interactive course, participants will learn the critical chain project management; incorporate critical chain theory in the planning process; manage multiple projects using critical chain project management; the communication requirements and linking communication requirements to stakeholders; develop a communications plan and implement and control project communications; the elements of people management, resource learning and project management; the importance of scope control and the methods in managing scope control; the project acceleration techniques, the reasons for acceleration, considerations before acceleration and implementation methods of acceleration; and the contractor/subcontractor control and managing major contractors/subcontractor.

## **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Project Leader*”
- Define leadership and identify successful leadership practices as well as the role and importance of motivation theories in effective project management
- Identify leadership styles using instruments
- Discuss and apply concept of situational leadership to project processes
- Lead project teams through more effective communication
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Create a leadership development plan and recognize leadership and teamwork
- Apply proper techniques and tools in managing project controls and implement professional methods in planning, organizing, executing, leading and controlling projects
- Control project schedule, scope, objectives, budget, resources, risks, changes, materials, challenges, information, organization, expectations, contractors and subcontractors and complete your projects successfully
- Employ result-oriented planning methods and techniques and utilize the best practice in resource leveling, project execution and project organizing
- Practice the Earned-Value techniques in controlling your projects and solve problems related to time, cost and resources
- Lead project teams professionally and manage project human resources through effective communication, motivation and team building
- Implement scope control management, project acceleration techniques and use critical chain project management methodologies

## **Exclusive Smart Training Kit - H-STK®**



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

## Who Should Attend

The course provides an overview of all significant aspects and considerations of project management for those who are involved in the planning, scheduling, monitoring, reporting and control of project within the industrial environment. This includes engineers, project and team managers, leaders, project team members and business consultants.

## Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Project Leader". Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

## Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

TOR Issuance Date:

14-Nov-21

HTME No.

8598-8717-5384-8827

Participant Name:

Abdulsameer Ali Othabi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HW52500	Professional Project Leader: Project Planning, Scheduling, Monitoring, Reporting & Control (Accredited by UKJ)	10 Nov-14 Nov, 2021	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date

3.0

TITLE COPY

Mariel De Guzman  
Academic Director

Haward Technology has been approved as an Authorized Provider for the International Association for Continuing Education and Training (IACET). 2500 Commonwealth Boulevard, Suite 600, Fairfax, VA 22031, USA. It is hereby declared that the HTME-CPD program has been approved for 30 contact hours. As a result of this approval, the HTME-CPD program is eligible for the IACET CEU credit. The HTME-CPD program is also eligible for the IACET CEU credit. The HTME-CPD program is also eligible for the IACET CEU credit.

Haward Technology is an international authority that provides programs according to IACET standards. The HTME-CPD program is an internationally recognized program. The HTME-CPD program is an internationally recognized program. The HTME-CPD program is an internationally recognized program.

Haward Technology is accredited by

PO Box 20070, Abu Dhabi, United Arab Emirates | Tel: +971 2 2003 714 | Fax: +971 2 2003 718 | Email: info@hawardtech.com | Website: www.hawardtech.com


- (3) Institute of Leadership & Management (ILM) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course.

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### **Certificate Accreditations**


Haward's certificates are accredited by the following international accreditation organizations: -

-  ILM (City & Guilds Group)

Haward Technology is a **Recognized Provider** by ILM under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognizes and approves training providers and academic institutions that deliver quality-assured training and accredited qualifications. As a Recognized Provider of ILM, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Steve Magalios**, CEng, PGDip (on-going), MSc, BSc, **Senior Project & Management Consultant** with over **30 years** of extensive experience in the areas of **Project Quality** Management, **Project** Planning & Scheduling, **Project** Management, **Project** Estimating & Budgeting, **Project & Construction** Engineering, Effective Quality Management System (QMS), **QMS** Framework, **Quality** Assurance Standards, **QA** Audit Process & Techniques, **Coaching** Skills, **Coaching** Plan, **Mentoring** Techniques, **Communication & Listening** Techniques, **Office** Administration, **Office** Management, **Invoice** Management, Administration Process, **Administration** Work Procedures, **Facilitation & Leadership** Skills, **Human Resource** Development, **Psychometric** Testing, **Career Development & Competence**, **Succession Planning**, **Self-Development & Empowerment**, **Personal Learning Needs** Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity **Creativity & Thinking** Modes, **Human Resource Scorecard** Management, **Career Laddering**, **Fast-Track Career Progression** Application, **Knowledge** Management, **Customer** Management, **Leadership** Skills, **Presentation** Skills, **Negotiation** Skills, **Communication** Skills, **Emotional Intelligence**, **Performance** Management, **Contract** Management, **Quality** Management, **Commercial Strategy**, **Project** Management, **Risk** Management, **Leadership & Business** Management, **Human Resource** Management, **Planning**, **Budgeting & Cost Control**, **Business Development**, Innovation, **Organization** Management & Business Consulting, **Stakeholder & Supplier** Evaluation, **Data Collection & Information** Gathering, **Value & Supply Chain** Management, **Intellectual Property & Innovation** Assessments, **Logistics & Supply Chain** Management, **Budgeting & Cost Control** and **Marketing** Management. Currently, he is the **Chartered Professional Surveyor Engineer & Urban-Regional Planner** wherein he is deeply involved in providing exact data, measurements and determining properly boundaries. He is also responsible in preparing and maintaining sketches, maps, reports and legal description of surveys.

During his career, Mr. Magalios has gained his expertise and thorough practical experience through challenging positions such as a **Project Site Construction Manager**, **Construction Site Manager**, **Project Manager**, **Deputy PMS Manager**, **Head of the Public Project Inspection Field Team**, **Technical Consultant**, **Senior Consultant**, **Consultant/Lecturer**, **Construction Team Leader**, **Lead Pipeline Engineer**, **Project Construction Lead Supervising Engineer**, **Lead Site Engineer**, **Senior Site Engineer Lead Engineer**, **Senior Site Engineer**, **R.O.W. Coordinator**, **Site Representative**, **Supervision Head** and **Contractor** for international Companies such as the Penspen International Limited, Eptista

Servicios de Ingenieria S.I., J/V ILF Pantec TH. Papaioannou & Co. – Emenergy Engineering, J/V Karaylannis S.A. – Intracom Constructions S.A., Ergaz Ltd., Alkyonis 7, Palaeo Faliro, Piraeus, Elpet Valkaniki S.A., Asprofos S.A., J/V Depa S.A. just to name a few.

Mr. Magalios is a **Registered Chartered Engineer** and has **Master** and **Bachelor** degrees in **Surveying Engineering** from the **University of New Brunswick, Canada** and the **National Technical University of Athens, Greece**, respectively. Further, he is currently enrolled for **Post-graduate** in **Quality Assurance** from the **Hellenic Open University, Greece**. He has further obtained a Level 4B Certificates in Project Management from the National & Kapodistrian University of Athens, Greece and Environmental Auditing from the Environmental Auditors Registration Association (EARA). Moreover, he is a **Certified Instructor/Trainer**, a **Chartered Engineer** of Technical Chamber of Greece and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. He has delivered numerous trainings, workshops, seminars, courses and conferences internationally.



**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Training Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day

**Exam Fee**

**US\$ 160** per Delegate + **VAT**.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day: Sunday, 14<sup>th</sup> of September 2025**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Project Management Overview</b> The PMI Framework • Project Life Cycle • Five Steps of Project Initiation • BOSSCARD Framework • Project Objectives, Scope & Constraints • Stakeholder Analysis • Project Roles & Responsibilities • The Responsibility Assignment Matrix • Sign-Off Process
0930 – 0945	Break
0945 – 1100	<b>Project Leadership</b> Define Leadership & Identify Successful Leadership Practices • Understand Role & Importance of Motivation Theories in Effective Project Management
1100 – 1200	<b>Project Leadership (cont'd)</b> Identify Leadership Styles Using Instruments • Discuss & Apply Concept of Situational Leadership to Project Processes
1200 – 1215	Break
1215 – 1420	<b>Leadership &amp; Management</b> Lead Project Teams Through More Effective Communication • Describe Predictable Change Stages • Identify Appropriate Leadership Strategies for Each Stage • Create a Leadership Development Plan • Leadership & Teamwork
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2: Monday, 15<sup>th</sup> of September 2025**

0730 – 0930	<b>Result Oriented Planning</b> Communications Planning • Risk Management • Risk Management Life Cycle • Risk Management Workshop • Risk Response Strategies • Sources of Change • Scope Creep • Change Control Processes • Change Management Plan • Change Control Log • Responding to Approved Change • Developing the WBS • Decomposition
0930 – 0945	Break
0945 – 1100	<b>Result Oriented Planning (cont'd)</b> The Sticky Note Technique • Estimating Methods • Compensation Considerations • Dependency • Precedence Relationships • Networking Diagramming • Critical Path Analysis (CPM) • Using the Network Diagram (PERT) • Creating the Schedule • Resource Allocation • Resource Leveling • Schedule Compression
1100 – 1230	<b>Project Execution &amp; Organizing</b> Milestone & Schedule Management • Organizing Resources • Materials Management • Information & Feedback Management • Forms & Administration • Meeting Management • Cost Management • Negotiation Management • Challenges • Activity Analysis
1230 – 1245	Break
1245 – 1420	<b>Project Execution &amp; Organizing (cont'd)</b> Expectations • Stakeholder Expectations • Project Environment • Expectation Control Elements • Project Manager vs. Expectation Gap • Organizational Style • Why do Projects Fail?
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3: Tuesday, 16<sup>th</sup> of September 2025**

0730 – 0930	<b>Project Control General</b> The Constraints Quartet • Focus on Past & Future • Project Meeting Tips • Key Principles for Control • Change Management • The Final Project Approval Gate
0930 – 0945	Break
0945 – 1100	<b>Project Control General (cont'd)</b> The Earned Value Schedule • Reporting Progress • Threshold Levels • Quality Control
1100 – 1230	<b>Project Control Through Earned Value</b> Concept & Objectives of EARNED VALUE • Define the Three Processes Necessary for Earned Value • Establish Actual Work to be Done • Calculate Earned Value Indexes • Interpretation & Control Using Earned Value • Problems with Implementing an Earned Value Programme



1230 – 1245	Break
1245 – 1420	<b>Critical Chain Project Management</b> Understand the Concept & Role of Critical Chain in Managing Projects • Incorporating Critical Chain Theory in the Planning Process • Managing Multiple Projects Using Critical Chain Project Management
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

**Day 4: Wednesday, 17<sup>th</sup> of September 2025**

0730 – 0930	<b>Project Communications</b> Determine Communication Requirements • Link Communication Requirements to Stakeholders • Develop a Communications Plan • Implement & Control Project Communications
0930 – 0945	Break
0945 – 1100	<b>Project Leadership</b> Define Leadership & Identify Successful Leadership Practices • Understand Role & Importance of Motivation Theories in Effective Project Management
1100 – 1230	<b>Project Leadership (cont'd)</b> Identify Leadership Styles Using Instruments • Discuss & Apply Concept of Situational Leadership to Project Processes
1230 – 1245	Break
1245 – 1420	<b>People Control</b> Elements of People Management • Organizing: Cases in HR, Workshop • Resource Leveling • Learn Project Management
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

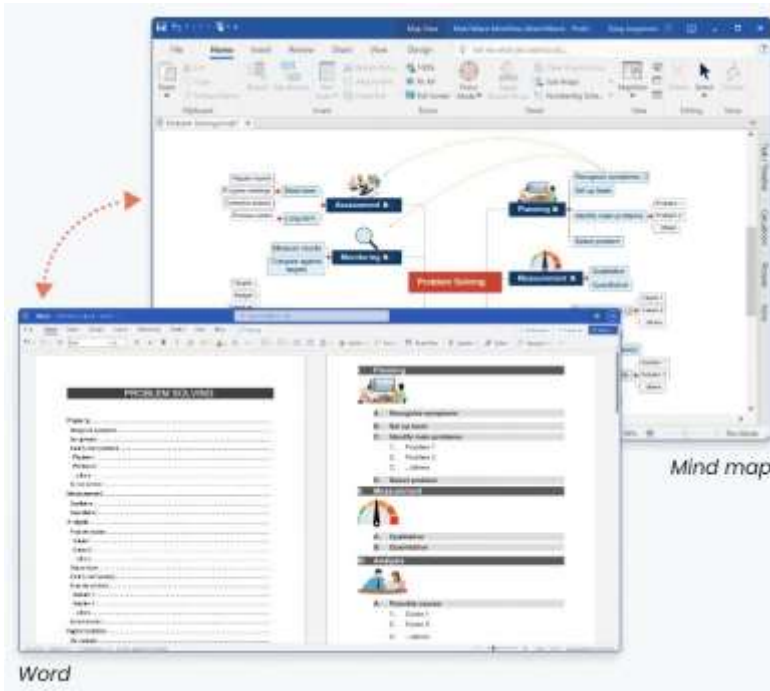
**Day 5: Thursday, 18<sup>th</sup> of September 2025**

0730 – 0930	<b>Scope Control</b> Importance of Scope Control • Methods in Managing Scope Control • Scope Control Cases – Workshop • Scope Control in Construction
0930 – 0945	Break
0945 – 1100	<b>Project Acceleration Techniques</b> Reasons for Acceleration • Considerations Before Acceleration • Methods for Acceleration
1100 – 1230	<b>Contractor/Subcontractor Control</b> Nominated Contractor/Subcontractors • Letting a Contract/Subcontract
1230 – 1245	Break

1245 – 1300	<b>Contractor/Subcontractor Control (cont'd)</b> Management of Major Contractors/Subcontractors • Labor Only Contractors/Subcontractors
1300 – 1315	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

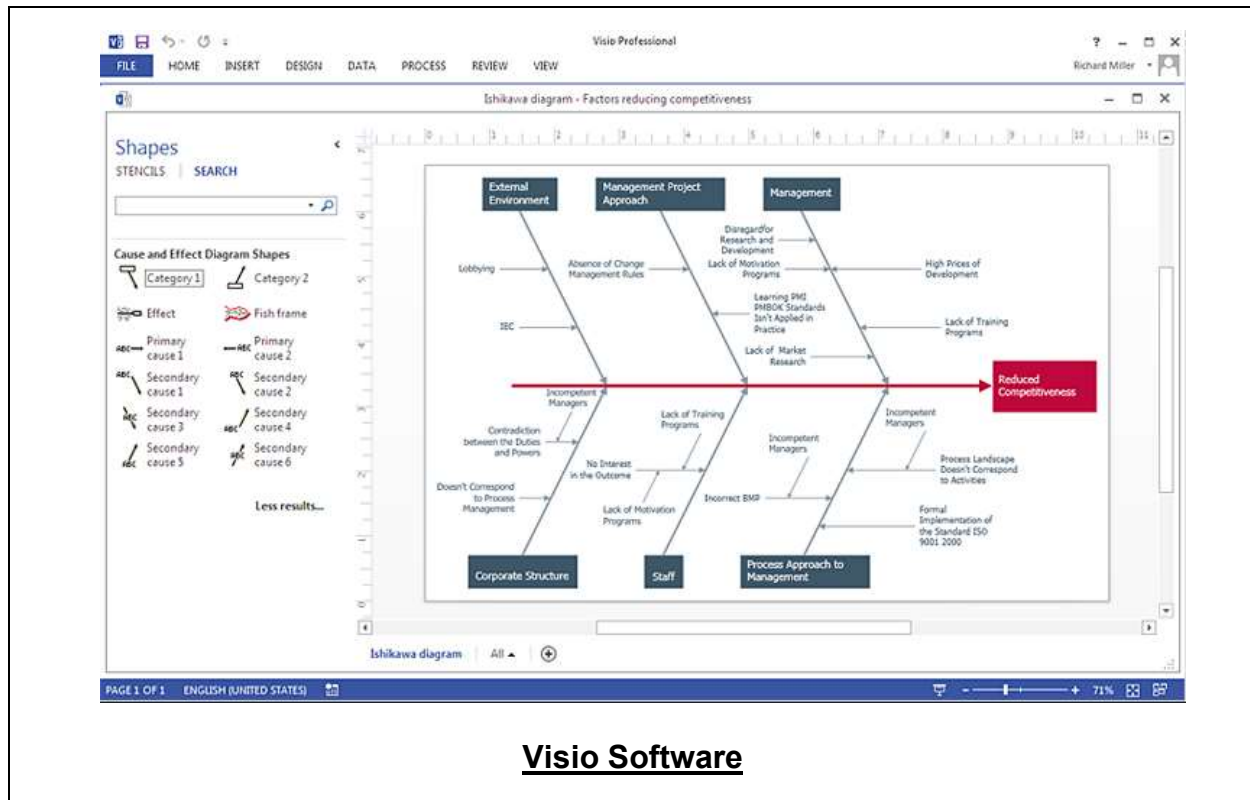
### **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Mindview Software” and.



The screenshot displays the Mindview Software interface. It features a central mind map with various nodes and branches, labeled with terms like 'Planning', 'Monitoring', and 'Problem Solving'. Below the mind map, there is a window titled 'Word' showing a document with text and a list of items. The text 'Mind map' is written next to the mind map, and 'Word' is written below the document window.

**Mindview Software**



### **Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)