



# دورة إدارة و تخطيط المشاريع باستخدام برنامج مايكروسوفت بروجيكت



## دورة إدارة و تخطيط المشاريع باستخدام برنامج مايكروسوفت بروجيكت

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### Overview:

Unlock the potential of your project management capabilities with 'The Advanced MS Project Training: A Microsoft Project Certification Course'. This in-depth course focuses on the latest MS Project 2016 training, offering a comprehensive insight into advanced MS Project functionalities. It's designed to strengthen your understanding of project management fundamentals and project manager responsibilities while empowering you to manage project portfolios more efficiently. This software project management course also encompasses the principles of agile project management, providing a more dynamic and adaptable approach. Experience a tailored Microsoft project training course that will guide you on how to get certification course and earn a certificate Microsoft, enhancing your career prospects.

### Target Audience:

- Project Managers
- Project Coordinators
- Project Analysts
- Project Leaders
- IT Project Managers
- Agile Project Managers
- Software Developers
- Project Consultants
- Project Planners
- Team Leads

### Targeted Organizational Departments:

- Project Management Office PMO
- Information Technology IT
- Research and Development R&D
- Operations
- Strategy and Planning
- Business Development
- Human Resources for team and organizational project planning
- Supply Chain Management for project planning and coordination

## Targeted Industries:

- Information Technology •
- Construction •
- Manufacturing •
- Financial Services •
- Consulting •
- Telecommunications •
- Health Care •
- Software Development •
- Energy •
- Government and Public Administration •

## Course Offerings:

By the end of this course, participants will be able to:

- Leverage advanced MS Project functionalities for effective project management .1
- Understand project management fundamentals and project manager responsibilities .2
- Manage project portfolios more efficiently .3
- Understand and apply agile project management principles .4
- Prepare for and know how to get certification course, enhancing career prospects .5
- Utilize MS Project 2016 training for real-world application .6
- Create and manage effective project teams and project plans .7

## Training Methodology:

The training methodology for this course is diverse and interactive. It incorporates a mix of:

- Direct instruction for Microsoft Project tutorials and project management fundamentals •
- Practical hands-on exercises for advanced MS Project training and project planning •
- Group work for project team dynamics and agile project management training •
- Case studies showcasing real-world examples of project management and project manager responsibilities •
- Feedback sessions for continuous improvement and application of knowledge •

## Course Toolbox:

Participants will be provided with:

- MS Project 2016 software •
- Comprehensive workbook covering all course content •
- Online resources for further Microsoft project management learning •
- Checklists and templates for project planning and creating a project charter •
- Access to an online community for ongoing support and knowledge sharing •

## Course Agenda:

## Day 1: Introduction to MS Project & Project Management Fundamentals

- Topic 1: Understanding MS Project and project management office requirements •
- Topic 2: Introduction to project management fundamentals •
- Topic 3: Overview of project manager responsibilities and project charter creation •
- Reflection & Review: Discussion on project management concepts and Q&A •

## Day 2: Advanced MS Project

- Topic 1: Deep dive into MS Project 2016 training •
- Topic 2: Advanced MS Project functionalities for effective project planning •
- Topic 3: Hands-on project management with MS Project •
- Reflection & Review: Interactive session on project planning using MS Project •

## Day 3: Project Portfolio Management

- Topic 1: Understanding project portfolio management •
- Topic 2: Application of MS Project in project portfolio management •
- Topic 3: Case study analysis of project portfolio management •
- Reflection & Review: Review of project portfolio management concepts •

## Day 4: Agile Project Management

- Topic 1: Introduction to agile project management •
- Topic 2: Role of an agile project manager •
- Topic 3: Agile project management training with MS Project •
- Reflection & Review: Discussion on agile project management principles and practices •

## Day 5: Certification Preparation

- Topic 1: Overview of Microsoft project management certification •
- Topic 2: Strategies on how to get certification course •
- Topic 3: Mock examination and review •
- Reflection & Review: Final Q&A and course feedback session •

## How This Course is Different from Other The Advanced MS Project Training: A Microsoft Project Certification Training Courses:

Our course stands out from other Microsoft Project training courses due to its comprehensive coverage of both technical and management aspects of project management. We don't limit our focus to just the MS Project 2016 training or advanced MS Project functionalities. We integrate project management office strategies, project management fundamentals, agile project management training, and offer detailed guidelines on how to get a certification course. This blend of tools and techniques offers a comprehensive learning experience, setting our course apart.



**AGILE LEADERS**  
Training Center



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترال - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

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