



## دورة محترف إدارة المحافظ والبرامج والمشاريع: مخصصة لهدراء المشاريع



## دورة محترف إدارة المحافظ والبرامج والمشاريع: وخصصة لهدراء المشاريع

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### Course Overview:

The Portfolio, Programme and Project Professional Exam-Prep Course is a comprehensive training program designed to prepare participants for Portfolio, Programme and Project Professional certification. This course covers a broad range of topics, including Portfolio, Programme and Project Professional concepts and principles, project office management, and the distinctions between portfolio, programme, and project management. Through this course, participants will gain an in-depth understanding of the Portfolio, Programme and Project Professional model and components, essential for successful project management office PMO implementation. The course also delves into the Portfolio, Programme and Project Professional Foundation and Practitioner levels, providing a structured approach to learning. Participants will learn how to develop business cases, make informed decisions, and consistently deliver projects that align with organizational goals. The course utilizes a blend of interactive sessions, case studies, and practical exercises to ensure a thorough understanding of Portfolio, Programme and Project Professional tools and techniques. By the end of this course, participants will be well-prepared to pass the Portfolio, Programme and Project Professional certification exams and effectively manage project offices within their organizations.

### Target Audience:

- Project Managers
- PMO Managers
- Portfolio Managers
- Programme Managers
- Senior Executives
- Change Managers
- Business Analysts

### Targeted Organizational Departments:

- Project Management Office PMO
- Portfolio Management
- Programme Management
- Corporate Strategy
- IT and Operations
- Business Development
- Risk Management
- Human Resources

## Targeted Industries:

- IT and Software Development
- Construction and Engineering
- Healthcare and Pharmaceuticals
- Financial Services
- Government and Public Sector
- Telecommunications
- Energy and Utilities
- Manufacturing

## Course Offerings:

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

- Understand the Portfolio, Programme and Project Professional model and its components
- Differentiate between portfolio, programme, and project management
- Develop a business case for a Portfolio, Programme and Project Professional
- Implement and re-energize a Portfolio, Programme and Project Professional
- Utilize Portfolio, Programme and Project Professional tools and techniques
- Make informed decisions for project prioritization and resource allocation
- Consistently deliver projects within time, cost, and quality constraints

## Training Methodology:

This Portfolio, Programme and Project Professional Exam-Prep Course employs a variety of training methodologies to ensure an engaging and effective learning experience. The course includes interactive sessions where participants can engage in discussions and ask questions. Case studies will be used to illustrate real-world applications of Portfolio, Programme and Project Professional principles and concepts. Group work and collaborative exercises will enable participants to learn from each other and apply their knowledge in practical scenarios. Feedback sessions will be conducted to review participants' progress and address any areas of difficulty. Additionally, the course will utilize practical exercises and hands-on activities to reinforce learning and ensure participants are well-prepared for the Portfolio, Programme and Project Professional certification exams.

## Course Toolbox:

- Comprehensive course workbook
- Case study materials
- Portfolio, Programme and Project Professional model and component diagrams
- Exam preparation guides
- Practice exams and quizzes

## Course Agenda:

## Day 1: Introduction to Portfolio, Programme and Project Professional

- What is Portfolio, Programme and Project Professional? Topic 1: •
- Benefits of Having a Portfolio, Programme and Project Professional Topic 2: •
- Overview of Portfolio, Programme and Project Professional Concepts and Principles Topic 3: •
- The Portfolio, Programme and Project Professional Model and Components Topic 4: •
- Key Functions and Services of a Portfolio, Programme and Project Professional Topic 5: •
- Differences Between Portfolio, Programme, and Project Management Topic 6: •
- Recap of Portfolio, Programme and Project Professional Concepts Reflection & Review: •

## Day 2: Portfolio, Programme and Project Professional Foundation Level

- Foundation Level Exam Format Topic 1: •
- Understanding Portfolio, Programme and Project Professional Foundation Learning Objectives Topic 2: •
- Processes to Implement or Re-energize a Portfolio, Programme and Project Professional Topic 3: •
- Tools and Techniques Used by a Portfolio, Programme and Project Professional Topic 4: •
- Reasons for Establishing a Portfolio, Programme and Project Professional Model Topic 5: •
- Major Responsibilities of Defined Roles Topic 6: •
- Key Takeaways from Foundation Level Reflection & Review: •

## Day 3: Portfolio, Programme and Project Professional Practitioner Level

- Practitioner-Level Exam Format Topic 1: •
- Advanced Concepts and Applications Topic 2: •
- Developing a Business Case for Portfolio, Programme and Project Professional Topic 3: •
- Senior Management Decision Making Topic 4: •
- Identifying the Most Appropriate Portfolio, Programme and Project Professional Model Topic 5: •
- Planning the Implementation of a Portfolio, Programme and Project Professional Topic 6: •
- Practitioner Level Insights Reflection & Review: •

## Day 4: Practical Applications and Case Studies

- Case Study: Implementing a Portfolio, Programme and Project Professional Topic 1: •
- Re-energizing an Existing Portfolio, Programme and Project Professional Topic 2: •
- Selecting the Right Portfolio, Programme and Project Professional Model and Services Topic 3: •
- Project Portfolio Management Topic 4: •
- Benefits Realization in Projects Topic 5: •
- Operating a Portfolio, Programme and Project Professional: Tools and Techniques Topic 6: •
- Applying Portfolio, Programme and Project Professional in Real-World Scenarios Reflection & Review: •



## Day 5: Exam Preparation and Review

- Exam Preparation Techniques Topic 1: •
- Practice Exams and Quizzes Topic 2: •
- Review of Key Concepts and Principles Topic 3: •
- Addressing Common Exam Pitfalls Topic 4: •
- Final Q&A Session Topic 5: •
- Certification Exam Strategy Topic 6: •
- Final Review and Feedback Reflection & Review: •

## How This Course is Different from Other Portfolio, Programme and Project Professional Courses:

The Portfolio, Programme and Project Professional Exam-Prep Course stands out due to its comprehensive and practical approach to learning. Unlike other courses, this program provides an in-depth exploration of both Portfolio, Programme and Project Professional Foundation and Practitioner levels, ensuring participants gain a thorough understanding of all concepts and principles. The course utilizes a blend of interactive sessions, case studies, and practical exercises to create an engaging learning experience. Additionally, participants will receive a wealth of resources, including workbooks, online materials, and practice exams, to support their learning journey. This course is designed not only to prepare participants for certification but also to equip them with the skills needed to effectively manage project offices and drive organizational success.



## 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 السيبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



**AGILE LEADERS**  
Training Center

## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## 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



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنجار - 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



مونترنو - 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

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