

PROJECT MANAGEMENT TRAINING

Effective project management ensures that a project is **completed on time**, **within budget**, and **with high quality**. Specific techniques for accomplishing these three goals are not always so obvious. **Project Management Training** by **Reka Cipta Solusi** is aimed at making these techniques more obvious. You will learn a variety of techniques to manage the budget, schedule, and quality of projects that you are responsible for.

The training will be conducted by Mr. **Chandra Ade Irawan, S.T., M.T.** an experienced project management trainer who has given trainings to clients from various companies in Indonesia.

How Will You Benefit?

By the end of this training, you will be able to:

- **Understand** qualities of an effective project manager
- **Understand** typical responsibilities of a project manager
- **Asses** project selection, acquisition, and development processes
- **Develop and follow** a detailed work plan
- **Develop and manage** a project schedule and budget
- **Build** project team
- **Communicate** effectively with the project team, client and supervisors
- **Control** projects for quality and budget utilization
- **Anticipate and avoid** potential pitfalls

Who Should Attend?

Project Management Training by **Reka Cipta Solusi** is designed for new and experienced project managers as well as anyone who manages projects as part of his/her position. Members of project teams will also benefit from this training. Job titles include project manager, project coordinator, operations manager, program manager, engineer, systems analyst, programmer, application designer, logistics and procurement specialist, among others.

For more information, please contact **Ms. Ivonne** at
Phone: (0901) 323 330
Mobile: 0812 4042 759
Email: registration@rekapiptasolusi.com
Website: www.rekapiptasolusi.com

REGISTRATION FORM

Project Management Training

Once complete, please return this form to:

Fax (0901) 323 575, or

E-mail registration@rekaciptasolusi.com

Name:

Position:

Company / Organization:

Department:

Email:

Phone:

Fax:

Address:

Signature:

Date:

Registration Details

Fees Rp 4,750,000 per delegate
(Fees are inclusive of programme materials and refreshments)

Date Friday, 11th & Saturday, 12th February 2005

Venue Multipurpose Room, Hotel Sheraton Timika
(Accommodation is not included in the training fees)

Payment Method Transfer to: Reka Cipta Solusi
Bank Mandiri
Account Number: 154-00-0448599-5
(Payment is required within 5 working days after you receive confirmation from our staff)

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