

## **ENERGY1 Asia - Virtual instructor-led Training (Online)**

Due to the recent developments with COVID-19 we have, for the health and safety of our speakers and attendees, our selected multi-day courses will be delivered live online led by experience practitioners. This will enable you to experience a similar engagement experience to our successful traditional classroom setting which includes exercises, answering your question and provide feedback – all without having to travel anywhere!

# Remote Project Management

**Best practices and techniques for remote project management, team building, and leadership.**

**5<sup>th</sup> – 7<sup>th</sup> April 2021 | 09:00 – 13:30 (GMT+8) Daily ONLINE Virtual instructor-led Training**



**In collaboration:**

**Energy1asia.com**

**HRDF  
Claimable**



**Oil & Gas  
Training**  
TRAINING & CONSULTANCY

# Remote Project Management (3 Half-Days) Online Virtual instructor-led Training

Managing projects remotely has been occurring for some time; especially with the expansion of global markets. However, the pandemic of 2020 has made it more difficult to visit job sites and to coordinate team or supplier activities. This has led countless people and organization into unfamiliar territory.

These 3 Half-days **Online Virtual instructor-led Training (VILT)** will focus on how to communicate online effectively, how to manage both teams and individuals from afar, and how to become or continue to be an approachable and successful project manager or participant whose leadership transcends from project to project.

Attendees will understand how to successfully initiate, manage, and complete projects from home, as well as how the process differs compared to face-to face management systems and styles.

The Online VILT are highly based on the instructor remote PM experience over the years which include a number of clients from fortune 100 utilities. The 3 half-days content also complies with the **Project Management Institute's (PMI) guidelines.**

This virtual training will provide best industry practices, useful tips, and real examples for remote project management. The fundamentals of project management will also be covered. This will be augmented by case studies and exercises.

## **Summary Course Content:**

- A review of project management fundamentals, new technology platforms and the pros/cons of remote PM
- **Scope** - How to determine the scope of a project using a WBS and preventing scope creep
- **Costs** - how to develop a budget with a geographically dispersed team.
- **Communications** - effective communications with your team, management, and client. This is especially critical in directing remote projects.
- **Stakeholder Analysis** - includes how to identify and manage stakeholders
- **Risk Review** - you will learn how to conduct a risk review with a remote team
- **Schedule** - how to develop a schedule from the WBS and use it as both a communications tool and a control tool.
- Team and individual motivation.

## **Advance your knowledge and learn about:**

- Review the project planning process, including how to build a Work Breakdown Structure and reviewing potential risks.
- Discuss the different tools teams can use while developing and executing a project, as well as the communications tactics to employ.
- Review best practices for conducting meetings, as well as leadership tactics that will help to streamline productivity, expectations, and communication.
- Explain how to manage individual and group success and how to monitor towards a successful project completion.

## **This program is intended for:**

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**This comprehensive Virtual course will be valuable to senior managers and executive managing PMs remotely who work in the power industry from generator companies (Power plants) to transmission and distribution system operators and renewable energy. Engineers working in oil and gas and Petrochemicals industry who are involved in projects will gain from the course.**

- Project executive and Managers.
- Plant engineers
- Environmental specialists
- Chemical, process and I&C engineers.
- Operations managers
- Outage planners

## **INHOUSE VIRTUAL INSTRUCTOR LED TRAINING:**

- Interested in bringing this Online Virtual training to your location for your team?
- Do you have 10 or more people needing training?

We would love to help! Call us at +603 7727 3952 or email [intraining@petro1.com.my](mailto:intraining@petro1.com.my) to discuss special pricing and information.

# Remote Project Management (3 Half-Days)

## Online Virtual instructor-led Training

### DAY 1

#### Remote Project Management

- Review of project management fundamentals,
- New technology platforms: zoom, Ms teams, etc.
- Benefits and challenges of remote PM
- Importance of Budgets & schedules
- The project lifecycle
- Ten knowledge areas
- Changes in management: remote management (Major change in the concepts and practices with new technology for project manager.)

#### Stakeholder Analysis: How to identify and manage stakeholders remotely

- Identifying and managing stakeholders
- Ranking key stakeholders
- Developing a stakeholder diagram
- The role of high-level stakeholders
- Using a communications matrix

### DAY 2

#### Project communications – Getting the message across Best practices in conducting meetings

- Initial project communications (Meeting, Issues log, etc)
- Roles & responsibilities
- Developing a project plan
- Use of a team charter
- Effective communications with your team, management, and client. This is especially critical in directing remote projects.

#### Scope: Project planning process

- Project initiation
- Developing the project scope using a WBS
- Controlling scope (Preventing scope creep)

#### Controlling and monitoring the project – Keeping tabs on your project remotely

- Schedule and budget control
- Earned Value
- Continuous plan updates

### DAY 3

#### Project Risks – Performing remote risk review

- Types of risks
- Risk reviews and the product lifecycle
- Mitigation strategies
- The importance of risk reviews
- **Team exercise: conduct a risk review with a remote team**

#### Leadership

- Leaders vs. managers
- Key leadership traits
- Failure in leadership
- Team building
- Delegation
- Managing people from a distance
- Improving your leadership skills



#### Online Team Exercises and Case Studies:

Having the ability to implement directly once you are back at your workplace is crucial for every participant. During the 3 days online training team exercises, case studies, group discussion and relevant industry experience will be share.

Delegates will be able to immediately apply the knowledge gained in the virtual training.

#### Breakout Session:

- A team discussion on project organization
- A team project risk exercise

# Remote Project Management (3 Half-Days) Virtual instructor-led Training Registration Form

Remote Project Management	Per Participant	<b>PROGRAM DETAILS</b> ONLINE Virtual instructor-led Training Date: 5 <sup>th</sup> – 7 <sup>th</sup> April 2021 Time: 09:00 – 13:30 (GMT+8)
Full 3 Half-Days	USD 799 ( )	<b>STEPS TO REGISTER:</b> Simply fill up the registration form and email it to: Email to : <a href="mailto:registration@petro1.com.my">registration@petro1.com.my</a> Call us : +603 7727 3952 Mobile /Whatsapp: +6012 568 4696 (Harn)
<ul style="list-style-type: none"> <li>The above investment fee is inclusive of course material.</li> <li>This course is limited to 15 attendees to ensure that the course can remain interactive.</li> <li>Please note the Online Virtual Instructor Led Training (VLT) time zone will be as "Malaysia / Singapore" time zone (GMT+8).</li> </ul>		
<p><b>If you or your company is facing travel restrictions, we may be able to arrange the training at your preferred location for remote participation or conduct the training in-house with minimum 10 pax. Please contact <a href="mailto:ihtraining@petro1.com.my">ihtraining@petro1.com.my</a> to discuss this possibility.</b></p>		

## Delegates Details

1. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

2. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

3. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

**Head of Department:** \_\_\_\_\_

## Invoice Details

Invoice Attention to: \_\_\_\_\_

Company: \_\_\_\_\_

Industry: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

### Payment Method

By Direct Transfer: Please quote invoice numbers on remittance advice.

**ACCOUNT NAME: PETRO1 LIMITED**

**BANK : United Overseas Bank (Malaysia) BHD**

**ACCOUNT NO : 2609008514 (USD)**

All bank charges to be borne by payers. Please ensure that PETRO1 SDN BHD received the full invoice amount.

### CREDIT CARD PAYMENT

Credit card payment will include a charge 3%.

**Payment Policy:** Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop. Payment is required with registration and must be received prior to the event to guarantee the seat. Payment has to be received 7 working days prior to the event date to confirm registration.

### DATA PROTECTION

The information you provide will be safeguarded by Petro1 that may be used to keep you informed of relevant products and services. We take it seriously when it comes to protection of our client data.

### TIME ZONE:

All our virtual instructor led training time zone will be as "Malaysia / Singapore" time zone (GMT+8).

### Cancellation & Substitutions:

Should you be unable to attend, substitutes are always welcome anytime at no additional cost. Please inform us as early as possible. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However, delegates will receive a 100% credit on the amount paid which can be used in another PETRO1 SDN BHD training course for up to one year from the date of issuance. The credit is transferable to other persons in the same company and applicable against any future PETRO1 SDN BHD public course/ Online Live Webinar. If cancellation occurs 7 working days prior to the registration date and there is no substitute, the organizer reserves the right to charge 50% of the total investment from your organization.

In the event that, PETRO1 SDN BHD, postpones or cancels a course, delegate payments at the date of cancellation or postponement will be credited to a future PETRO1 SDN BHD course. This credit will be available for up to one year from the date of issuance, and it is transferable to other persons in the same company and applicable against any future PETRO1 SDN BHD public course.

PETRO1 SDN BHD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. PETRO1 SDN BHD shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, war, fire, labor strike, extreme weather or other emergency.

### Program Change policy:

The organizer reserves the right to make any amendments and/or changes to the webinar, Date/ time, facilitator replacements and/or modules if warranted by circumstances beyond its control.

This course information may not be copied, photocopied, reproduced, translated, or converted to any electronic or machine-readable form in whole or in part without prior written approval of PETRO1 SDN BHD.