TRAINING & DEVELOPMENT 2018/2019

APAC

For projects that inspire

Whether you are a beginner or a professional, we show you how to take your company's project management to the next level using sound principles and powerful tools - bespoke, professional and inspiring. More than 100 experts on 5 continents are ready to support you. We offer you and your team advice, training, software solutions, coaching, mentoring and emotional inspiration. We also assist with staff shortages and special projects utilising our experienced interim managers.

Consulting with clear objectives

Working in close cooperation with you, we define effective and sustainable solutions to meet your requirements. As your partner, we support you from the start until you have achieved your business objectives - hands-on and pragmatic.

Coaching that works

We support project managers, process managers and change managers and their teams with the professional handling of particularly challenging tasks - with experience, enthusiasm and expertise.

Training to the point

Our global education and training program provides training, education, certification preparations, workshops and blended learning initiatives - in either a public or company internal format.

Emotional Inspiration

We create emotional connections between your project and process management and your employees. Changes and improvements with emotional added value are implemented faster and last longer.

Interim Managers

Project, PMO, and process managers, change agents or project assistants: 400 professionals from our interim manager pool are looking forward to assisting you whenever bottlenecks occur, or specific expertise is needed.

Software for practitioners

Ranging from a simple tool to a complete application suite, our intelligent software solutions simplify your projects and processes. Together with you we find the right solution.

Facts at a glance:

Focus:
> Project Management
> Process Management
> Change Management

Offering:
> Training & Development
> Consulting
> Coaching
> Software
> Emotional Inspiration
> Interim Management

Ideal for certification preparation:
> IPMA®
> PMI®
> PRINCE2®
> scrum.org

Compact Course in Project Management

#project, 7 days, 49 PDUs*, 42 QHs**

Would you like to be fully prepared and ready for your job as a project manager? Maybe you have already managed a project, but would like to improve your understanding of project management? Or perhaps you are looking to add more tools to your project management tool box? In this training, you will learn how to initiate, run and close down a successful project. You will also learn how to focus your team on the project goals and how to master difficult leadership situations.

In addition, this course fulfills the international certification standards and teaches the fundamentals for project management according to IPMA®, PMI® and PRINCE2®. This course counts towards the Executive MBA – Project and Process Management.

> **❯ Simply book this training course by using the webcode E01 on www.nextlevelconsulting.com.**

What you will learn:
> Creating a clear project assignment
> Planning the scope, time line, resources and costs of a project
> Closing down a project professionally
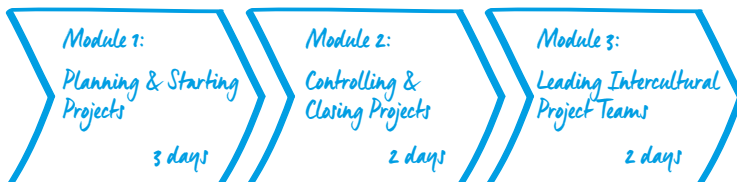> Engaging and motivating project team members

Included:
> Book „Let your projects fly"
> Software next project light+

3 modules – 7 days
All modules can be booked individually.

Module 1:
Planning & Starting Projects
3 days

Module 2:
Controlling & Closing Projects
2 days

Module 3:
Leading Intercultural Project Teams
2 days

Our tip:
Complete this training course with an internationally recognized certification.

Cristina Martin
Event Coordinator
next level consulting APAC

Planning & Starting Projects

#project, 3 days, 21 PDUs*, 24 QHs**

Starting a project is its most critical phase. If anything is missed out at the beginning, it will have to be caught up on later – usually at a high cost. This training will enable you to successfully initiate a project and, so doing, create a solid foundation for your project and its success.

What you will learn:
> Create a clear project assignment
> Plan the scope, set up timelines and develop resource and cost plans
> Establishing an organisational project structure
> Design project start processes

Included:
> Book „Let your projects fly"
> Software next project light+

Controlling & Closing Projects

#project, 2 days, 14 PDUs*, 16 QHs**

A lot can happen from the time a project is launched to the time it is successfully completed and closed down: the project can deviate from its plan, new requirements may surface and interpersonal team issues may impact the project's progress, to name just a few potential obstacles. In this training you will learn how to maintain an overview of your project, how to manage it proactively and how to bring it to a successful conclusion.

What you will learn:
> Set up project controlling processes
> Manage scope, schedule, resources and cost
> Design processes for change requests
> Design and implement a project close-down process

Prerequisites:
"Planning & Starting Projects"
or similar know-how

Leading Intercultural Project Teams

#project, 2 days, 14 PDUs*, 16 QHs**

Managing projects internationally requires a sound understanding of leadership skills and intercultural differences. You will learn how to challenge your own point of view without giving up what you believe in and gain the skills to manage and work successfully in an intercultural team.

What you will learn:
> Find an approach to foreign cultures
> Gain a better understanding of your counterpart
> Prevent conflicts and deal with them
> Create a productive and trustful team atmosphere

* PDUs – professional development units (for the re-certification according to PMI®)
** QHs – qualifying hours (for the re-certification according to IPMA®)
page 5

Leading Virtual Teams Webcode E26

#project, 1 day, 7 PDUs*, 8 QHs**

Not present, but still in the middle of things: In this training you will learn how to create the right conditions for virtual collaboration. This will enable you to grow your virtual team into one with increased knowledge, resources and ideas. You will be able to ensure effective team communication in the virtual space, which saves time and money that would otherwise be spent on expensive business travel.

What you will learn:
> Communicating across countries and cultural differences
> Creating positive virtual spaces for project teams
> Building and developing virtual teams
> Understanding what makes collaboration work in the virtual space

Fire Drill Training - Mastering Critical Situations Webcode E35

#project, 2 days, 14 PDUs*, 16 QHs**

It is crucial - especially in a critical situation - to meet your client with confidence and on an equal footing. Making even the smallest mistake may be very difficult to correct. This experiential Fire Drill training allows you to practice dealing with critical client situations in a playful way. You will learn techniques and receive practical tips on how to master difficult negotiations.

What you will learn:
> Developing a communication strategy
> Reflecting on your own behavioural and communication style
> Applying negotiation techniques
> Practising "conflict conversations" and conversations regarding claims for damages

Using the Agile Approach in Waterfall Projects Webcode E39

#project, 2 days, 14 PDUs*, 16 QHs**

What are the prerequisites as well as the strengths and weaknesses of the Agile approach to project management? How can Agile project management be combined with the world of classic project management? In this training, you will learn about the Agile approach of Scrum and how to integrate it into classic waterfall project management.

What you will learn:
> Overview of different Agile approaches
> Roles in Scrum: Product Owner, Scrum Master, etc.
> Agile vs. Waterfall: can these two worlds be combined?
> Setting up agreements in an Agile environment

The Strengths of Women in Project Management Webcode E62

#project, 1 day, 7 PDUs*, 8 QHs**

More and more projects are headed up by women. And this is a great development, as women bring unique abilities and skills to projects. This series of events aims to encourage women to bring their full potential to projects, and it also offers a networking platform for women in project management.

Building Agile Organisations with Projectisation

#project, 1 day, 7 PDUs*, 8 QHs**

Increasing complexity and dynamics require organisations to respond to changes and seize opportunities faster than ever. This training demonstrates how to build a project-based organisation to increase organisational agility using Projectisation, a framework for the gradual transformation of organisational based on project management best practices.

What you will learn:
> Drivers and benefits of organisational agility
> Concepts to build agile organisations including Holocracy, Teal organisation, and OODA loops
> Introduction of Projectisation and how to use it to build an agile project-based organisation
> Challenges & Consequences of agile organisations

Eigenland® – Intuitive Analysis for Organisations

#project #change, 1 day, 7 PDUs*, 8 QHs**

Do you think that your projects and change processes do not run smoothly? Would you like clarity about the causes and reasons? In this training, you will learn how to use the innovative and intuitive Eigenland® analysis to find answers to your questions. You use the playful power of gamification and discover still unused potential in your project and change management.

Project Management:
> How is your project coming along?
> At what stage is your project
> management?
> How good are your project managers' skills?

Change Management:
> At what stage is your change process?
> How does your company deal with change?

PMI-PMP® or CAPM® Exam Preparation

#project, 4 days, 35 PDUs*

After having attained your project management qualification, this training prepares you in an effective way for project management certification as a Project Manager Professional (PMP)® or Certified Associate in Project Management (CAPM)® according to the standards of the Project Management Institute (PMI)®.

What you will learn:
> Understanding the process of certification
> Working through "A Guide to the Project Management Body of Knowledge" *(PMBOK® Guide)*
> Practicing by working through simulated exam modules
> Tips and tricks for the certification exam

* PDUs – professional development units (for the re-certification according to PMI®)
** QHs – qualifying hours (for the re-certification according to IPMA®)

page 7

next level consulting – get connected

Austin
12301 Research Boulevard, Building 5
Suite 101, Austin, Texas 78759
T +1 512 9861913
office-austin@nextlevelconsulting.com

Bonn
Ermekeilstrasse 46
53113 Bonn, Germany
T +49 228 28926-0
office-bonn@nextlevelconsulting.com

Bratislava
K lomu 1
811 04 Bratislava, Slovakia
T +421 2 44647111
office-bratislava@nextlevelconsulting.com

Cape Town
25 van Ryn Street, Constantia 7806
Cape Town, South Africa
T +27 21 823 5123
office-capetown@nextlevelconsulting.com

Munich
Nymphenburgerstrasse 4
80335 Munich, Germany
T +49 89 36055166
office-muenchen@nextlevelconsulting.com

Singapore
8 Eu Tong Sen Street #14-94
Singapore 059818, Singapore
T +65 3159 1491
office-singapore@nextlevelconsulting.com

Vienna
Floridsdorfer Hauptstrasse 1
1210 Vienna, Austria
T +43 1 4780660-0
office@nextlevelconsulting.com

Zurich
Alte Steinhauserstrasse 19
6330 Cham, Switzerland
T +41 41 740 04 55
office-schweiz@nextlevelconsulting.com

We have representatives in Australia (Melbourne), Thailand (Bangkok) and the Philippines (Manila).

www.nextlevelconsulting.com