**Final Report for the Three Day Training Workshop on**

**Project Management**

Name of the training: **Project Management**

Program Sponsor:              Cetena Group

Implementing Agency:         Risalat Consultants International

Venue:                       Cetena Group's conference room

Dates:                       13, 20, 25 June, 2013

Total Participants:          12

Duration total:              3 Days

Reported by:                 RCI Training Department

**Introduction**

The document on hand is a narration of the detail the events and proceedings of the training workshop on Project Management that was conducted by Risalat Consultants International (RCI) for the middle managerial staff from Cetena Group (CG). The training was conducted at the CG premises and the whole session lasted for three days.

The training was organized as per the request from CG for provision of the workshop for its middle level management staff.

## About Participants

The delegates who participated in the program were introduced by CG from different departments of the organization working on different projects and assignments. Their work spans over several client companies and organizations that have a variety of projects assigned to CG Project Managers.

## Time Schedule:

The three day training workshop was conducted on three on-consecutive days; based on CG's consideration that the employees should not be away from work for three full days. This was also important because of the fact that twelve active employees kept away from work for three consecutive days would disrupt the company's overall operation.

With this the training was conducted on 13, 20 and 25th of June, 2013.

Each day the session would start at 08:30 am and end on 04:00 pm. Each day there were two fifteen minute coffee breaks; at 10:30 am and on 20:30 pm. There was an hour lunch break at 12:30 pm daily.

## Training goal

The main objective behind the training workshop on Project Management is to get the delegates learn the essential ins and outs of managing a project – from start to end and what's in between. Along with that, the CG staff needed to understand what to focus when managing their work, specially the projects they work on. That is, being project managers their needs to be a balanced focus on all aspects of the project, from individual team members to the team itself to the task on hand.

## Workshop Contents:

The following core concepts were covered in the training program:

- *Project Mission*

- *Project Planning*

- *Project Progress Monitoring*

- *Handling Clients and Stakeholders*

- *Handling Team Members*

- *Meaningful Meetings*

- *Project Close*

## Training Procedures – In brief

The training session started with introduction of trainer with the participants which was followed by every individual participant then introducing himself/herself by mentioning their name and their position in the organization.

There was a brief pre-test conducted by Risalat Consultants which had five questions and was aimed at analyzing the trainees' existing knowledge of the subject matter and how much they already know about some of the topics which are to be discussed in the training workshop.

The trainer, in consultation with the trainees, set the basic guidelines to be applicable during the training days in order to maintain a productive and organized training program. The trainees agreed upon several guidelines for the training like putting their phones on silent, coming on time, respecting others' ideas, not interfering when others talk etc. These guidelines were noted down on a flip chart and pasted to the wall for the rest of the workshop.

Then the participants were asked about their expectations from the training and what they expected to learn during the three days. Each trainee shared their views which they also noted down in the space provided in their work books.

After this the session was proceeded further by the trainer explaining the main purpose of the Project Management and what the trainees will learn about it, by pointing out major topics to be covered during the three days of the training.

The rest of the days of the training went ahead normally where there were presentations used to display major points of discussion and the points were then discussed by the trainers and the participants shared their views and experiences about the topics discussed.

There used to be a tea break every morning at 10:30 am which lasted for fifteen minutes and then a lunch break for one hour at 12:30 pm.

After the lunch break the session would continue, sometimes by an energizer performed by trainer and participation of all the trainees. This was aimed at vitalizing the trainees back for the class after they took lunch and felt heavy and sleepy.

The session would continue after the lunch break and different methods were used by the trainer for delivering the contents and also involving the participants. A fifteen minute tea break was observed everyday at 02:30 pm and the session would end at 04:00 pm.

Before ending the day's session the trainer would recap the topics discussed during the day with input from the participants. The next days would start with a recap of previous day's revision of main topics. This was done by asking the participants about what they had learnt and what were the main points discussed.

At the end of each day, there was a daily feedback form provided by RCI which was aimed at knowing about the participants' views about the day's proceedings, what they learnt and what they would like to share with RCI for improvement of the training.

Every training day would proceed like this and there were different training methodologies used by the trainer which are discussed below.

At the end of the third day of the training there was a post-test conducted by the course trainer which was aimed at gauging the knowledge and understanding of the participants about the topics discussed during the training and how much they had improved after attending the training. The questions asked in the post-test were the same as those in the pre-test in order to exactly know the difference in participants' understanding regarding specific topics before and after the training.

Finally an overall course evaluation was conducted by RCI which was more comprehensive than the daily feedback collected from the participants. This evaluation was intended to obtain participants' views about different aspects of the training – from the venue to the effectiveness and coverage of the topics, and from the trainer's knowledge and preparedness to their overall impression of the whole experience. Results of their views are provided in coming sections.

## Facilitation Techniques Used (Methodologies)

There were several facilitation techniques used by the trainer which included question and answer, brainstorming, group discussions, case study discussions and practical implementation of some of the topics by trainees on flip charts and paper sheets. The multitude of training methodologies was utilized in order to make sure all the participants get the whole concepts and they practice what they learn, because only listening to the trainers can be forgotten, but what the trainees do by themselves they will never forget.



## Closing of the Training

After the post-tests were administered and the final course evaluation forms were filled in by the participants, the trainer expressed his closing remarks and reiterated the importance of the training for the trainees in their daily activities and their readiness for applying the learnt concepts in their assigned tasks.

Certificates of completion were distributed among the participants at the end.

## Conclusion and Recommendation

The training program was conducted successfully and all the participants took active part in all the three days of the training. the results from the pre-test and the post-test (summarized below) show that there were concepts and topics which the delegates didn't know about before the training and after the training they could explain the topics.

RCI suggests that the work of the delegates be monitored by their managers for any improvements and there should be specific follow-up by their managers regarding what their subordinates have learnt from the training and how they are going to implement it in their actual daily activities.

### Comparing Pre and Post Test Results

Looking at the summary of the results from both the tests, we can clearly see that the scores participants obtained in post test are quite different than those they had obtained in the pre-test.

The legend in the graph shows the scores they had obtained for each of the questions asked, which are all between 1 and 3 in the pre-test.

## Summary of the results from the Pre-test
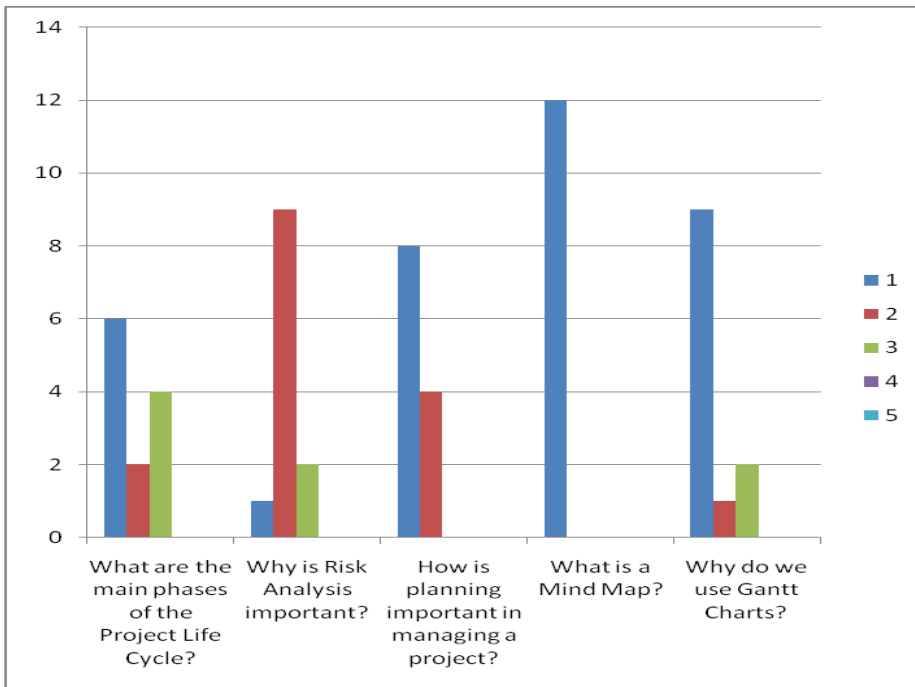


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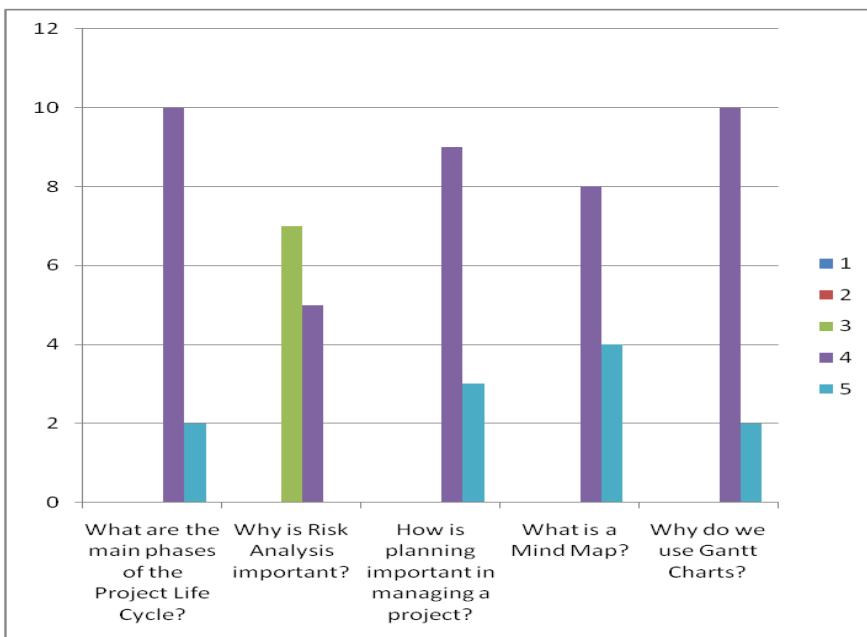
## Participants' Final Evaluation Results