



Brochure

Project management training course

The training

More and more organisations are working with a project-based method. In the current economy, products and services have to be renewed ever faster. One's skills in project management determine how effectively products and services can be developed and therefore how innovative an organisation can be.

The Project management training course is a complete three-day course, in which the entire area of activity of the project employee and project leader is discussed. We work with our own material, which has been based on years of experience.

Our courses are compact and focused on practical situations. The Project management training course is suitable for project staff, starting project managers and more experienced managers who want to refresh or expand their knowledge.

Participants learn to lead projects 'by the book', but also learn why the theory sometimes does not work (and how things should or could be). Participants share their experiences and have the opportunity to present practical situations to an experienced trainer.

During the training, we examine all the necessary basic skills, such as making a schedule, a budget and managing a team. In addition, we pay attention to both the structural and the 'soft' side of project management.

The training is given by four experienced teachers who each have more than 20 years' experience as a project leader, and have been working as a trainer and consultant for at least 10 years. Read more about them at page 4.

Register for this course at our online registration form: <https://www.projectmanagement-training.net/courses/sign-up/> or use our paper form at page 7/8 of this brochure.



Programme

Day 1: Introduction to project management

Knowledge:

- Features and the 'language' of project management
- When to employ project management, and when not to
- Basic structure of projects and phasing; understanding what does and does not happen during a certain phase
- Planning time, money and people
- The project start-up
- What criteria should a project plan meet and how do you obtain approval?
- Managing a project (money, organisation, quality, time and information)
- Project administration

Skills:

- Listening skills
- Making clear agreements about deliverables and milestones
- Drafting a project plan (part I)

Day 2: Elaboration

Knowledge:

- Project management and the parent organisation
- Basic principles of a project
- Organisational culture
- Project management within changing organisations
- Preview MS Project and other tools
- Why projects run out and what to do about it
- Communication within and around a project
- Roles, tasks and responsibilities within the project team
- Which team role suits me?
- Recognising negotiation moments

Skills:

- Working with the templates (budgets, planning, action and decision list)
- Drafting a project plan (part II)



Day 3: Elaboration and soft skills

Knowledge:

Risk management:

- Leadership models
- Putting teams together
- Motivating teams
- Evaluating and concluding projects
- Overview of the methodologies (including PRINCE2, IPMA, PM-BOK and Project-based creation)
- Introduction to Agile project management

Skills:

- Giving feedback
- Non-verbal communication
- Leadership
- Having 'difficult' conversations

The training course is concluded with an online exam and a certificate.

Course material:

- Project management handbook (Dutch or English)
- Project templates for managing projects (in Word and Excel)
- Template for the creation of a project plan
- Folder with various exercises, tests and reading material

After the training you will:

- Understand the basic theory of project management
- Know how to bypass the main pitfalls
- Know when to use which technique
- Know how to deal with clients, team members and clients of the project

After the training you will be able to:

- Draft a project plan
- Manage a project
- Establish and agree on clear milestones for a project
- Use the templates with which a budget, risk and issue log can be made
- Make a schedule
- Evaluate and conclude a project



Our trainers

Everdien Breken (1960) (MSc, MA) Everdien has studied at the Jacksonville State University, Jacksonville, Alabama, U.S.A. and the Delft Technical University where she graduated Cum Laude. She also graduated in Fine Arts at the Utrecht School of Art (HKU) in 2010. She has worked as a project leader and manager for organisations such as CMG, the community of Utrecht, several schools and is a trainer in project management and related subjects since 2007. She is a Prince2 qualified teacher..

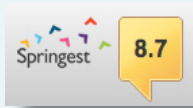
Paul de Waal (1959) Paul has a degree in Educational and Pedagogical science. After his studies he has been working for many years in international business environments and became an expert as ICT-, project- and change manager by experience and additional management education. Currently, Paul is trainer and coach for leadership- and project management skills. Besides this he still is working as a senior consultant for various organizations. Paul is certified PRINCE2 and IPMA trainer and has extended competence in coaching on personal leadership and effective working teams. Paul volunteers as project-executive for larger international projects and events on behalf of the national board of Scouting Netherlands.

Wouter Baars (1969) (MSc.) www.projectmanagement-training.net has been founded by Wouter Baars (Msc.) in 2004. He has a masters degree in industrial engineering and management science at the Eindhoven University of Technology and is an experienced project leader. He has been leading projects for KPN (Dutch Telecom), The Waag Society, The European Commission, several smaller businesses and non profit organizations. Since 2003 he has been teaching project management and helping companies to improve their projects. Since 2008 two more project management experts became part of the team of trainers/consultants. Wouter Baars is the author of the open source book on project management that is currently in use by the KNAW (The Royal Dutch Academy of Science) and several other organizations..

Roel Janssen (1973) (MSc.) ir. Roel Janssen (MSc.) studied Industrial Engineering & Management Sciences at the University of Technology in Eindhoven, The Netherlands. Project management theories formed an essential part of his curriculum. After having graduated at Philips Electronics in 1997, he worked for nearly 10 years for this multinational as a consultant and staff manager. He gained experience in both national and international projects; first as project participant, later as project leader and manager of several efficiency projects. In the following years Roel worked amongst others for the Dutch postal company Sandd, where he further built on his project experience. In 2011 he led the takeover of a postal competitor, called SelektMail. Within the field of project management Roel is a specialist in structuring project approaches and building integral financial business cases. Because of his passion for structuring projects, processes, and organisations, he started his own company called "Structuurmakers" in 2016. Since then he has managed several projects for clients like Sandd (postal company), Apollo Vredestein (manufacturer of tyres), MailStreet (printing company), and Meerlanden (waste disposal company).



Reviews



Springest reviews of www.projectmanagement-training.net: 8,7
Google reviews: 4,8 stars out of 5

Aftercare and further development

During the course, there is time to work on your own project, but the projects of participants are of course not entirely synchronous with the course. For this reason, we offer you the opportunity to submit a project plan to the teacher within six months of completing the training. The teacher will assess the plan and discuss it with you. In addition, former students can become members of our project management community, where they can ask questions and stay up-to-date on the latest developments.

If there is a need for it, we also provide personal coaching on the work floor. It might be helpful to have someone with experience to 'accompany' the project for a while, or it might be useful to have someone help brainstorm in politically difficult situations. As an impartial external party, too, www.projectmanagement-training.net can evaluate a project and make recommendations. We are available for advice at all project stages.

For those who wish to develop further, www.projectmanagement-training.net also offers courses for advanced students and Agile project management training.

The Program Management training course is focused on managing several projects at the same time, and Agile project management is a project management method that is used frequently for software and creative projects.

Visit our website for more information. Those following both training courses will receive a €100 discount.

Subsidy and fees

Participants can in some cases qualify for educational subsidies or tax deductions.
Visit www.projectmanagement-training.nl/subsidie for more information.



Sustainability

www.projectmanagement-training.net works as sustainably as possible. All energy required for the training courses (heating, transport, paper use) is compensated by generating renewable energy (sun, wind and water).

Privacy

www.projectmanagement-training.net cares about your privacy. Read more how at our website:
www.projectmanagement-training.net/privacy

Disclaimer

The project management course follows the IPMA guidelines. No rights may be derived from this brochure.
Subject to change.

Since our foundation in 2004, we have been able to work for many companies, large and small. The following is a selection of our clients:

Amsterdam University of Applied Sciences TransIP Netherlands Services B.V. Ministry of van Economical Affairs
High Council of the Netherlands KNAW Community of fairs Focal Meditech Waternet KLM Cargo De Arbodienst
Weesp Aids fonds NIWI DanFoss Royal Boon Edam Int Sandd Actronics VU University HVO Querido GGD Zuid-Lim-
Mediafabriek Community of Lingewaal GGZ Bre- burg Rotterdam Business School Historisch Centrum Overijs-
burg Eindhoven University of Technology LUMC Ar- sel Boom Uitgevers Amsterdam Air Products Nederland Hoge-
cadis Inbev Salland Xerox DANS TU Delft Vedior school Utrecht Sealevel Van Lanschot Inholland Rechtbank
Edu'Actief Ortec McDonalds Community of Utrecht KLM Rotterdam GGZ inGeest Bally Technologies KNVB Mande-
Glaxo Smith Kline Vitae Abbott Provincie Gelderland ma Greenpeace Dolby systems ROC van Amsterdam RIBW
Ebuilders Police Z-H-Z Magion NOS Smulders Group IFF Gooi/Vechtstreek Intersafe SPM Shoetrade DSM Ophtec
Lalesse Europe ROC Mondriaan Rabobank Post- PGGM Global Technics IBDF NIOD Westland Utrechtbank
nl Tolknet Doxis Ministry of Defence Klever BV Stedelijk Museum Amsterdam Royal Tropical Institu-
Johnson & Johnson TopPak Avans Silver Aerospace te Moneyview Research B.V. Navigators Community of
BV Evides Waterschap Roer en Overmaas DSM Fuji- Ede Scandinavian Tobacco Group Smurfit Kappa RVO
Film International Bloembollen Centrum Schering Plough Idexx Europe B.V. Amsta Fontys Infra Benelux
Community of Enkhuizen Kadiks Automatisering JuliusClinicalRese- BVBA Ministry of foreign affairs KWR TomTom Int. RI-
arch Nationale Postcode Loterij International Water Association KILT Vergeer Holland HE Space Operations B.V. Inashco
Omgevingsdienst West-Holland De Stentor Koninklijke Horeca Noordelijke Hogeschool Leeuwarden Loyalis N.V Evonic
Nederland UMC Hogeschool van Arnhem en Nijmegen Exper- ING Evangelische Omroep Pathe Vestia Bethesda Zie-
tise Centrum Speciaal Onderwijs Just for Use Notox Utrechtzorg kenhuis ICM Smilde Bakery Milieudienst West-Holland
Hospital Gelderse Vallei HZPC Holland B.V Staatsbosbeheer Elsevier Kannegieter AMGEN AES Gray-



Registration form Project management training course

You can also use our online registration form at: <https://www.projectmanagement-training.net/courses/sign-up/>

Yes, I like to take part of the training **Project management**

Visit www.projectmanagement-training.net/courses/dates-and-costs/ to find the scheduled dates for our next courses.

Preferred date:-.....-..... / / 20.... te

(day(s)/month/year at *City*)

The training will cost € 1295 ex VAT. In this amount coursematerial and costs for lunch, coffee and tea are included. In case of combining this course with the Agile & Scrum-training, you will receive a €100 discount (€ 495 in stead of € 595 ex 21% VAT).

Student info

Mr. / Ms. (please check)

First name

Last name

Company

Address

ZIP-code / City

Phone no.

E-mail

Billing address (if other than the above)

Mr. / Ms. (please check)

First name

Last name

Company

Address

ZIP-code / City

Phone no.

E-mail

Order number *

E-mailadres administration *

* (iff applicable)

See next page



Note if applicable: We can offer private participants to pay the costs of the course in terms. Please indicate below which option you want to use.

1 term
1 x € 1495

4 terms
(1 x € 445 en 3 x € 350)

10 terms
(1 x € 370 en 9 x € 125)

By signing this document I agree with the terms and conditions as stated on www.projectmanagement-training.net. We will take your enrolment in order of arrival.

Should the training course on the date of your first choice be fully booked, we will discuss options for a later date with you.

Date:

Signature:

Please send this form to:

- e-mail to projectmanagement@projectmanagement-training.net (preferred)
- fax to +31 (0)87-7842648

or send this form to the address below:

- Projectmanagement-training.nl | Lauriergracht 116-S4, 1016 RR Amsterdam The Netherlands



Terms and Conditions General Terms and Conditions & Open Schedule Trainings of www.projectmanagement-training.nl, www.projectmanagement-training.be and <http://www.projectmanagement-training.net> of MeLearning and having its registered office in Amsterdam at Lauriergracht 116-54
Version dated 15 December 2016. Earlier versions have expired. These general terms and conditions have been filed on www.voorwaarden.net (Dutch version).
www.projectmanagement-training.nl, www.projectmanagement-training.be and www.projectmanagement-training.net are products of MeLearning. MeLearning is listed in the Amsterdam Chamber of Commerce under number 34210626.

1. Definitions

Client: MeLearning, established in Amsterdam

Agreement: The agreement of which these General Terms and Conditions form part.

Client: Contract party to the agreement.

Training: Synonymous with lesson or course; may also include the provision of teachers, materials and/or space by MeLearning. In these General Terms and Conditions, Training includes the Open Schedule Training Courses, unless specifically indicated otherwise.

Teacher: Employee of MeLearning or employee hired by it, who is capable, both didactically and as regards expertise, of providing training.

Student: Participant in a Training course.

Open Schedule Training: Training that is planned in advance by MeLearning and in which companies can participate on the basis of individual registration.

2. General

2.1. These General Terms and Conditions apply to and form part of all proposals, offers, agreements and legal relationships concerning the provision of Training to which MeLearning is a party. Provisions from these General Terms and Conditions that by their nature are intended to remain in force after the termination of the agreement will remain valid after termination of the agreement. The applicability of any purchasing or other terms and conditions of the Client or any other party is expressly rejected.

2.2. Deviations from these General Terms and Conditions shall only apply if these have been explicitly agreed in writing.

2.3. If any provision of these General Terms and Conditions is void or is nullified, the other provisions of these General Terms and Conditions will remain in full force and MeLearning and the Client will consult in order to agree on new provisions to replace the null and void or nullified provisions, whereby the purpose and the purport of the void or nullified provisions are taken into account as much as possible.

3. Agreement

3.1. Agreements are recorded in writing in a confirmation. The Client is deemed to agree to this confirmation, unless the contrary is clear from his written statement, which must have reached MeLearning within 14 days.

3.2. Agreements with and/or promises made by employees, representatives and/or auxiliary persons of MeLearning are only binding if and insofar as they have been confirmed in writing by the party authorised by MeLearning.

3.3. Changes and/or modifications to the agreement will only bind the parties if agreed in writing by the parties.

3.4. If the activities of MeLearning are to be carried out on location and/or on the instructions of a third party, the Client must ensure that this third party adheres to the obligations of the Client in accordance with the agreement and these General Terms and Conditions.

3.5. The Client is obliged to inform MeLearning in advance of all information relevant to MeLearning concerning the object of the agreement, the agreement and the manner of implementation thereof. This information may lead MeLearning to stipulate special provisions or rates.

4. Cancellation, replacement

4.1. The Client has, with due observance of the provisions of Article 4.2. and 4.3., the right to cancel the Training. This cancellation must be made in writing.

4.2. Interim cancellation of a multi-day Training is not possible. However, the Client is allowed to replace Teachers before or during the Training.

4.3. In the event of cancellation up to two weeks before the start of the Training, the Client will be charged 50% of the Training fee. In the event of cancellation within a term that is shorter than two weeks before the start of the Training, the Client will be charged the entire Training fee. The potential refund of 50% of the Training fee will take place within 30 days.

4.4. In the event that unforeseen circumstances, including the number of registrations or illness of the Teacher, give cause to do so, MeLearning is entitled to interrupt the Training, to move it to a later date or to cancel the Training.

4.5. MeLearning reserves the right to replace the Teacher under certain circumstances.

5. Fees and payment

5.1. With respect to the assignments carried out by MeLearning pursuant to the agreement, the Client will owe MeLearning a fee, in accordance with the provisions of the agreement. If an inhouse Training is concerned, then the prices/fees mentioned in the agreement include travel and accommodation costs.

5.2. MeLearning is entitled to adjust the fees in the interim. It must inform the Client by means of a written notification at least one calendar month prior to the effective date of the rate change. In this case, the Client has the right to terminate the agreement within 14 days after being informed.

5.3. At the end of each calendar month and at the end/after termination of the agreement or earlier if agreed in writing, MeLearning will send the Client an invoice specifying the fee for the Training. The Client must pay this invoice, without discount, suspension or settlement to MeLearning within 30 days and in the currency as indicated on the invoice, unless otherwise agreed in writing. The payment date is the date of the bank transfer to MeLearning.

5.4. If the Client does not pay the amounts due within the set payment term, the Client is in default without a further notice of default being required. The Client will then owe MeLearning interest on the outstanding amount of 1.5% per month. The extrajudicial costs relating to the collection and collection of payments not received by MeLearning on time from the Client are at the expense of the Client and amount, irrespective of the amount to be collected, to at least €100.

5.5. After the expiry of the set payment term, without the Client having fully met its payment obligations towards MeLearning, MeLearning has the right to terminate the agreement with immediate effect and to cease its activities.

6. Open Schedule Trainings

The following additional provisions apply to Open Schedule Trainings.

6.1. Registration for participation must be made in writing. Enrolment, which implies confirmation of the registration on the part of MeLearning, takes place in order of receipt of written registration.

In the event that the number of registrations is greater than the maximum number of participants, MeLearning will determine other dates for the Training.

6.2. The price for the Open Schedule Training includes costs for course material, possible use of resources and classroom, coffee, tea and any lunch/dinner provided, if the Open Schedule Training lasts several days.

6.3. Invoicing by MeLearning takes place at least four weeks before the start of the Open Schedule Training, unless registration takes place less than four weeks before the start of the Open Schedule Training, in which case invoices will be billed and the invoiced amounts must be paid in full.

6.4. The Client must pay the invoice no later than one week before the start of the Open Schedule Training in the currency indicated on the invoice. The payment date is the date of the bank transfer to MeLearning.

6.5. If the Client has not paid the amount due before the start of the Open Schedule Training, the Client will be in default without a further notice of default being required. MeLearning then has the right to refuse the Student access to the Open Schedule Training, regardless of the Client's obligation to pay the amount due to MeLearning.

7. Execution

7.1. If execution takes place at an accommodation other than a training location of MeLearning, the Client is responsible for the timely availability of the accommodation, presence of the required hardware and software and other necessary resources in operational status, unless otherwise agreed in writing.

7.2. The Client must ensure that the course material, unless it is provided by MeLearning, is sufficiently present and corresponds to the applicable standard.

7.3. Students must possess the prior knowledge required for the Training.

7.4. If the circumstances, as described in Article 7.1, 7.2 and 7.3, mean that in the opinion of MeLearning the Training cannot be provided, MeLearning reserves the right, after consultation with the Client, to cease the Training, in which case the resulting costs will be at the expense of the Client.

7.5. Complaints about the performance of the work by MeLearning must be reported to it in writing within 14 days of the end of the Training. If the Client fails to complain within this period, it is deemed to have agreed to the service.

7.6. Complaints are processed by MeLearning within 6 weeks. If this is not feasible due to research, this will be reported, with an explanation, within 14 working days, whereby MeLearning will give an indication of the expected handling date of the complaint.

7.7. If, according to the Client, the complaint is not properly handled by MeLearning, the Client is entitled to submit the complaint to the FNVZZP Legal department within 14 days. FNVZZP's decision is binding for MeLearning and will be immediately followed up. Submission of the complaint to FNVZZP takes place in writing through MeLearning. MeLearning will forward the complaint to FNVZZP.

7.8. All complaints are treated confidentially and registered for the duration of 1 year.

8. Termination

8.1. Either party may terminate the agreement in full or in part without notice of default and without judicial intervention, by written notification with immediate effect, or suspend further performance if the other party is granted (temporary or otherwise) provisional suspension of payment, if bankruptcy is applied for with respect to the other party, or if the company of the other party is liquidated or terminated other than due to the reconstruction or merger of companies. If MeLearning terminates the agreement on the basis of this article, it is also entitled to exercise immediate fulfilment of its rights.

8.2. Individuals (consumers) who have registered via the website have a cooling-off period of 14 days after registering for a Training. Within this time, the consumer can withdraw from the Training at no cost by issuing a written cancellation to MeLearning. Article 8.2. does not apply if registration takes place within 14 days before the date of the Training to be followed (i.e. a 'last minute' registration). Article 8.2. also does not apply to company registrations.

9. Intellectual Property

9.1. All intellectual and industrial property rights to all equipment or other materials developed or made available under the Agreement, such as course materials, analyses, designs, documentation, reports, quotations, as well as preparatory material thereof, are held exclusively by MeLearning or its licensees, unless agreed otherwise. The Client will not duplicate and/or make public the course materials or other materials. Making audio and/or visual recordings of a Training is expressly prohibited.

9.2. The teaching material remains the property of MeLearning. The material is exclusively intended for personal use by the Student: The student receives a non-exclusive, non-transferable user license on the course material that is distributed during the lessons. This provision does not apply to the open source material that is made available. Material that is open source will be marked as such.

9.3. The Client will inform the Participant of clauses 9.1 and 9.2.

10. Liability

10.1. MeLearning is obliged to perform the work agreed with the Contractor with care.

10.2. MeLearning maximises its liability for damage to what the insurance company pays on the basis of its third-party liability insurance.

10.3. MeLearning is never obliged to compensate for non-material damage, indirect damage or consequential damage, including loss of profit, trading loss, (additional) costs, indirect or direct damage of third parties or any other damage, unless this damage may have been caused by intent or gross negligence on the part of MeLearning.

10.4. MeLearning shall also not be obliged to compensate for damage if it is obliged to interrupt a Training, to schedule it at a later date or a later time, or to cancel a training, due to circumstances as referred to in Articles 4.4, 5.6, 6.5, 7.4 and 8.

10.5. MeLearning stipulates all statutory and contractual means of defence, which it can invoke to defend its own liability towards the Client, also for the benefit of its subordinates and the nonsubordinates for whose conduct it is liable under the law.

11. Acquisition of personnel and confidentiality

11.1. During the term of the contract, whether renewed or otherwise, as well as during a consecutive period of 12 months, neither of the parties will employ employees of the other party involved in the relevant agreement(s), nor will they enter into any directly or indirectly different business relations with them, unless this proceeds with the express written consent of the other party.

11.2. The parties acknowledge that all information known to them in the context of the execution of the agreement is of a confidential nature, unless this information is generally known.

11.3. The parties declare to make every effort to take measures with the aim of ensuring complete confidentiality with regard to all confidential information, of which the parties, their staff members or their active third parties become acquainted. Every employee involved must on request sign a confidentiality statement.

11.4. In the event that a party fails to comply with the provisions of this article, this party will owe the other party a fine of €2,270 for every day that it is in violation. In case of a violation by one party, the other party also has the right to terminate the agreement immediately.

12. Other provisions

12.1. Dutch law applies to the agreement to which these General Terms and Conditions apply.

12.2. Disputes arising from or related to the agreement to which these General Terms and Conditions apply, as well as disputes concerning these General Terms and Conditions, will exclusively be brought before the competent court within the district in which MeLearning is located.

