Executive Education
Corporate Training Programs

PROJECT MANAGEMENT
Presented by Mr. Natig Hajiyev & Mr. Lutful Kabir

Date and Time: November 22 – 23, 2012

Deadline for Application: November 8, 2012

Course Overview:

This 2 days training workshop will cover all phases of Project Cycle beginning from how a project concept develops (SWOT Analysis) to how it ends (Exit Strategy). The activities that happen in between, such as: preparation of concept paper followed by project proposal to ensuring the efficient implementation of the project to end-of-project, is all shared with the participants in a highly interactive manner – lecture, discussion, role play and group work. Some modules relevant to project monitoring will be used as well. The participants will get the skill to develop a Project Proposal/Business Plan with budget narrative, activity plan (modules) and with particular attention to sustainability of the Project/Business being planned. Through a role-play the participants will also learn about resource mobilization (very appropriate for national/international development agencies).

Who Should Apply:

This highly interactive workshop will be of benefit to mid level managers of local, foreign businesses, and mid level employees of national and international agencies who are responsible for project/business development and its efficient implementation.

Key Topics:

- Project Cycle Management (PCM) – rules to understand management
- What is effective project management? Difference between a Concept Paper (CP) & Project Proposal (PP). When to prepare and how it evolves (I/C/P/O)
- How to become an efficient project manager
• Key elements of a Project Proposal – Activity Plan (Business Plan), Budget, and Sustainability
• Definition and Essentials of Monitoring, Audit and Evaluation
• Resource Mobilization and role of reporting obligations in resource mobilization;
• Role of HR and Procurement
• Exit Plan/Strategy

Program Benefits:

• The participants will learn and get the skills to act efficiently in –
• Taking a rational decision once an issue or an opportunity is identified
• Preparing a Concept Paper and/or a Project Proposal and/or a Business Plan
• Risk management
• Mobilizing resources – Finance, Manpower, Material
• Making sure the successful implementation of the project/business
• Monitoring, auditing and evaluating the project/business
• Developing and implementing an exit strategy.

Instructor’s Biography:

Mr. Natig Hajiyev is a PhD Candidate in Political Science (Azerbaijan National Academy of Sciences). He received his MA in Conflict Transformation and Development from SIT Graduate Institute (VT, USA) within Edmund S. Muskie Fellowship program in 2009. During 2007-09 he studied also at the Central European University (Hungary) for developing his skills in community development and conflict mediation. Natig has MA and BA Degrees in International Relations from Azerbaijan University of Languages. Natig is currently the President of Azerbaijan Diplomatic Academy Foundation. Earlier he worked as Development Manager at Azerbaijan Diplomatic Academy, Programs Manager at the British Council Azerbaijan, Adviser Intern at the Permanent Mission of Azerbaijan to the United Nations, US Peace Corps, and European Union expert. Natig is highly skilled trainer on project management, M&E, conflict management, team building, effective communications, community development, negotiations and leadership skills. For the year 2011-12 he has facilitated training and conducted courses for 200 local NGOs on the related topics.

Mr. Lutful Kabir is a multi-lingual professional with 11+ years of working experiences with UN, about 16 years with International NGOs (CARE, SCF-UK, Plan International and SCF-USA) and 3+ years with Academic Institution, in South Asia, South-east Asia, Africa, South Caucasus and Central Asia. He has undertaken numerous consultancy assignments, successfully
established several country/program offices, trained national and international staff of numerous organizations and managed large program and operational budgets. Teaching Development Management, resource mobilization and HICD are Lutful's core competence. On numerous occasions, Lutful had worked as advisor/trainer for WB, ADB, USAID, OSCE, EU, DRC, NRC, numerous INGOs and UN agencies on various aspects of their works. Lutful is a native of Bangladesh and a permanent resident in Azerbaijan. He holds a Master Degree in Development Management from the Asian Institute of Management, Manila, and a BSc (H) Degree from Dhaka University, Bangladesh. He also received a Post-graduate Diploma (Masters Equivalent) in General Management from BMDC, Dhaka, Bangladesh. Lutful has authored several HR/Administrative Policy & Procedure Manuals, M & E Guide-book and NGO Manual during the 30 years of his professional career. He is the Chief Author of a widely used Community Development Manual (published in Azerbaijan in 1999).

**Program Fee:** 325 AZN

The program fee includes program tuition, course notebook and all other written materials (English and Azerbaijani versions), any assessments required for the course, breakfast/lunch and tea breaks, simultaneous translation if needed.