



Project Management for better performance, facilitating and managing it!

Objectives

The purpose of this training workshop is to build and to develop institutional and individual capacity to facilitate 'Project Management' in public and private organizations and companies. Improve your performance and results with this team-based, participatory approach to project management (based on the PMI model) that will increase your project management competency.

- Take a collaborative approach to project management.
- Master the essential skills for managing any type of project.
- Satisfy your project customers.
- Have fun with project management.

The course uses an international standard curriculum developed by Pro Consulting and COMO Consulting for Human resources, training, Project Management and Organisation, German consulting companies that are specialized in organizational development and has assisted change projects in more than 70 countries in Europe, Asia, Latin America and Africa. The course is organized by the Praxis Training Institute established jointly by COMO and GFI, an Indonesian consulting company that has made a name in social infrastructure projects.



Who should attend?

National and international experts, managers, staffs, team and project leaders and, consultants who are actively involved in the process of "change management" in national and international development cooperation project(s).

Content - what will you and can you learn and experience?

Project Management areas covered:

- Human Resource Management,
- Scope Management,
- Integration Management,
- Quality Management,
- Risk Management,
- Time Management,
- Communications Management.



Project manager role: Define project manager/project sponsor/functional manager/team member roles and responsibilities, and understand the impact of different organizational structures and reward/recognition strategies.

Document relationships: Relate the Log Frame, Work Breakdown Structure (WBS) and technical specifications to each other.

Scheduling processes: Identify activities, establish logical relationships, estimate durations and determine critical path activities.

Estimating methodologies and budgeting practices: Gain techniques for estimating costs and assigning resources and acquire methods for measuring earned value and performance.

Quality: Distinguish and apply quality planning, assurance and control methods.

Risk management: Learn identification, qualitative and quantification methods, response development strategies and risk control techniques.

Communications: Understand the various types of communications, and learn different methods and formats for gathering and disseminating project information.

Team structures/practices: Foster effective communications and feedback among team members, customers, suppliers and

Knowledge and Skills Transfer Methods

This workshop uses the experiential learning approach (incl. theory input, guided dialogue, group work/discussions and case studies using real working examples of the participants), which involves procedures to encourage participation and provide hands-on, problem-solving experiences and abilities. The training will be held in dual Languages English and Bahasa Indonesia.

Duration: The training course is available as a five days course

Location: Yogyakarta or Bali

Costs: For five days course € 1,050 or € 1,225 inclusive lodging

E-mail registration: ridwan@praxis.org

Contact Ridwan Sjarif +62 8161110848/+62 (021) 94354990

Schedule for 2009

Dates:

2.2. – 6.2. 2009;

29.6. – 3.7. 2009;

12.9. – 16.9. 2009



TRAINING COURSE FOR ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCES & PROJECT MANAGEMENT

Organizational Change, for better performance, facilitating & managing it!

Objectives of the Course

The purpose of this training workshop is to build and to develop institutional and individual capacity to facilitate and manage change in public and private organizations and companies. The specific objectives are to build/develop skills and knowledge in 'Organizational Change', so that participants are able to apply these in their day-to-day work.

By the end of the course the participants will be able to:

- Conduct diagnostic assessments to define the change efforts needed.
- Analyze data to provide feedback, to help clients clarify outcomes, establish expectations and to identify realistic boundaries for change.
- Understand change management theories, such as systems thinking and open systems theory, chaos and complexity theory, appreciative inquiry, action research, communication theory and motivation theory.
- Select an appropriate change model and design a strategic plan for change that minimizes the impact on people and maximizes buy-in.
- Create implementation designs that involve and inspire formal and informal leaders.
- Develop communication plans that raise awareness, build commitment and ensure understanding.
- Manage consequences that may occur, such as conflict, resistance, negativity and complacency.

The course uses an international standard curriculum developed by Pro Consulting and COMO Consulting for Human resources, training, Project Management and Organisation, German consulting companies that are specialized in organizational development and has assisted change projects in more than 70 countries in Europe, Asia, Latin America and Africa. The course is organized by the Praxis Training Institute established jointly by COMO and GFI, an Indonesian consulting company that has made a name in social infrastructure projects.



Who should attend?

National and international experts, managers, staffs, team and project leaders and, consultants who are actively involved in the process of "change management" in national and international development cooperation project(s).

Content - what will you and can you learn and experience?

Based on the ASTD model the training program contains application exercises, case studies, templates and interactive program modules. Participants will learn a comprehensive, six-step change model that can be applied to their current working situation.

Part 1 Topics

Introduction to Change Management
Six Step CHANGE Model
Change Agent Characteristics
Data Collection
Organizational Readiness
Qualities of a Change Leader
Creating Visions for Change
Developing Communication Plans
Using Teams to Design an Implementation



Part 2 Topics

Reactions to Change
Overcoming Resistance and Increasing Commitment
Establishing Metrics
Conducting a Risk Assessment
Implementation Tools
Importance of Short-Term Gains
Building Momentum
Evaluating the Effort

Knowledge and Skills Transfer Methods

This workshop uses the experiential learning approach (incl. theory input, guided dialogue, group work/discussions and case studies using real working examples of the participants), which involves procedures to encourage participation and provide hands-on, problem-solving experiences and abilities. The training will be held in dual Languages English and Bahasa Indonesia.

Duration: The training course is available as a five days course

Location: Yogyakarta or Bali

Costs: For five days course € 1,050 or € 1,225 inclusive lodging

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Schedule for 2009

Dates:

9.2. – 13.2. 2009;
6.7. – 10. 7. 2009;
19. – 23.9. 2009



Capacity building for better performance, facilitating and managing it!

Objectives

The purpose of this training workshop is to build and to develop institutional and individual capacity to facilitate and manage 'capacity building through performance improvement' in public and private organizations and companies. The specific objectives are to build/develop skills and knowledge, so that participants are able to apply these in their day-to-day work.

- Learn the three primary principles that underlie HPI.
- Understand how contributors from such disciplines as behaviorism, management sciences, organization development and systems theory have created a systematic approach to solving organizational performance problems.
- See how the HPI model unites these principles under a common capacity building performance process and how to make it work in your working environment.



Who should attend?

National and international Human Resources/Organizational Development experts, managers, team and project leaders/staff and consultants who are actively involved in the process of 'capacity building (Human Resources Development)' in national and international development cooperation projects.

Content - what will you and can you learn and experience?

Based on the ASTD model the training program contains application exercises, case studies, templates and interactive program modules. Participants will learn a comprehensive 'Human Performance Improvement' model that can be applied to their current working situation.

Human Performance Improvement in the Workplace

- Describe the origins and major theories of HPI
- Name and explain the relationship between the steps in the HPI process
- Examine and apply analysis models to determine the performance gap and its root causes
- Describe a process to evaluate the impact of interventions
- Outline a strategy for selecting interventions that address the root causes of performance gaps
- Identify standard practices and relationships engaged in by performance consultants.

Analyzing Human Performance

- Align their analysis with their organization's
- Describe the relationship between key performers and organization outcomes
- Use accomplishment-based terms to describe performance deficiencies
- Reconcile stakeholders' requests for solutions with real organization goals
- Conduct interviews, document reviews and provide observations to establish the major accomplishments of any job.

Evaluating HPI Solutions

- Distinguish business results from performance results
- Determine when to measure satisfaction, learning, performance and results
- Conduct a contracting meeting
- Use a balance scorecard approach when evaluating project
- Identify cost and benefit items
- Conduct a CBA/ROI
- Choose ways to measure intangibles
- Create an evaluation report.

Transitioning to Human Performance Improvement

- State your reasons for making the transition to HPI
- Describe quickly and accurately your role as a performance consultant
- Identify potential performance improvement products and services
- Define your HPI effort's mission, vision, guiding principles, and objectives
- Get buy-in for your transition and be able to mobilize a team of internal and external partners
- Identify the most appropriate performance improvement organization structure for your situation

Selecting HPI Solutions

- Recommend the right solutions to close the performance gaps identified
- Communicate the costs, benefits, and potential value of the solutions
- Manage implementation of the solution so that client needs (for example, cost effectiveness and efficiency) are met
- Troubleshoot the implementation process and make adjustments when necessary.

Knowledge and Skills Transfer Methods

This workshop uses the experiential learning approach (incl. theory input, guided dialogue, group work/discussions and case studies using real working examples of the participants), which involves procedures to encourage participation and provide hands-on, problem-solving experiences and abilities. The training will be held in dual Languages English and Bahasa Indonesia.

Duration: The training course is available as a five days course

Location: Yogyakarta or Bali

Costs: For five days course € 1,050 or € 1,225 inclusive lodging

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Schedule 2009 Dates:

16.2. – 20.2.2009;
13.7. – 17.7.2009;
26.9. – 30.9. 2009



TRAINING COURSE FOR PROJECT-MANAGEMENT, - PLANNING & -MONITORING

IMPACT MONITORING

Objective

The purpose of this training workshop is to build and to develop institutional and individual capacity to understand, to plan and to conduct Impact Oriented Monitoring in national and international development projects.

The specific objectives are to build/develop individual and organizational skills and knowledge, so that the participants are in a position to apply these in their day-today work.

The course uses an international standard curriculum developed by Pro Consulting and COMO Consulting for Human resources, training, Project Management and Organisation, German consulting companies that are specialized in organizational development and has assisted change projects in more than 70 countries in Europe, Asia, Latin America and Africa. The course is organized by the Praxis Training Institute established jointly by COMO and GFI, an Indonesian consulting company that has made a name in social infrastructure projects.



Who should attend?

Experts, managers and staff of international and local organizations, team and project leaders, consultants who are actively involved in the implementation/monitoring of international development cooperation projects and as well as national staff who want to update their skills and knowledge, on how to establish a hands-on impact-oriented monitoring system for the purpose of:

- steering and deciding;
- reporting and justifying; and
- knowledge management.

Content - what will you and can you learn and experience?

After the completion of this training program the participants will have an in-depth understanding of the concept and tools of "Impact/ Result Oriented Monitoring Approach" and will be able to use various methods and instruments to develop an Impact Oriented Monitoring System for technical co-operation projects/programmes they are actively involved in.

Various methods of Planning

Logical framework and impact assessment
Steps to observe during project analyses, which do lead to Output, Outcome and impact
Setting up 'SMART' indicators for 'Impact'

Managing for Impact

The development of Results/Impact Chains
Steps of setting up a Results/Impact-based monitoring system
Strategies for impact assessment
Impact types and overview of impact assessment methods
Information/knowledge management: Analysis and processing of data for efficient project steering and focused on demand-oriented reporting/feedback.

Monitoring and Evaluation

Basic M+E concepts (GTZ, EU, UN)
Monitoring: Roles and responsibilities of the cooperating partners in the project cycle

Tools and instruments for data collection and analysis

Indicators, risks (and risk assessment) and unplanned results;
Basic statistics;
Using various non parametric methods to gather information and their correct interpretation;
Concept and definitions of financial and economic analysis (e.g. Cost-Benefit Analysis; Estimating Rates of Returns).



Evaluation

Evaluation types, purpose, characteristics, process and context
Participatory evaluation
Non-market environmental and social benefits and gender impacts evaluation techniques.

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Schedule 2009

Dates:

Will be announced soon!



Pool of trainers

Praxis Training Institute is the first provider of systemic organizational development consulting and training services in Indonesia.

Praxis Training Institute's staff is both Indonesian and foreign, but always shares three features: substantial international consulting experience, substantial consulting experience in Indonesia and fluency in Bahasa Indonesia.

Praxis Training Institute's mission is to make the most advanced consulting techniques available in Indonesia.

Prof. Dr. Claus Nowak has been working for the last 25 years as a trainer and Organisational Development specialist in public administration and private industry. He has published several authoritative works on team building and communication that have been translated into many languages. He holds a professorship at the University for Applied Science of Hamburg and has been a master trainer at the Osterberg Institute for coaching and Organisational Development. He has extensive working experience in Indonesia and several other Asian countries. His main methodological orientation is Transactional Analysis.



Dr. Thomas Rieger has worked for more than 20 years as an Organisational Development consultant and as a trainer for project managers, facilitators and consultants, and in the field of cross-cultural communication. His main methodological orientation are the systemic and „Gestalt“ schools of thought, apart from a long standing interest in total quality management systems used by the „CAF“-format in public administration and as the „EFQM“-model in private industry. He holds an Indonesian language degree from the University of Indonesia.

Faisal Djalal MBA, has been the director of the Jakarta World Trade Center and has been working as a trainer and as a consultant for Human Resource matters, project management and Organisational Development for almost 25 years. He is one of the veteran facilitators for participatory stakeholder workshops in Indonesia. Mr. Djalal holds a degree in business administration from Bielefeld/Germany and has worked extensively outside Indonesia, among others in the Philippines, Thailand, Sri Lanka, Pakistan, Mongolia and Egypt.



Axel Böhm, has over 25 years of intensive project management and training experience in Europe, Asia, South East Asia, the Middle East and Africa in the Public and Private Sector. His main fields of competence are Human Resources Development/Human Performance Improvement, Strategy Development and Project Planning (including Impact Monitoring), Organizational (Self-) Analysis, Re-Design & Change Management. He is a professional member in the American Society for Training and Development (www.astd.org) and the Project Management Institute (www.pmi.org).