

# **VIRTUAL ONE-DAY ON PROJECT & TEAM MANAGEMENT WORKSHOP - SYNERGISING INTERNAL TEAM FOR OPTIMUM PERFORMANCE**

**Date : 1 August 2023**

**(Rescheduled from 8 June 2023)**

**Time : 9.00 am – 5.30 pm**

**Speaker : Mr. Wei Fung, Nyou**

**BEM Approved CPD: 7.0  
CPD Ref.No.: IEM23/HQ/191/C (w)**

	<b>ONLINE</b> (Log-in for registration & payment: <a href="http://www.myiem.org.my/member/login.aspx">www.myiem.org.my/member/login.aspx</a> )	<b>NORMAL FEE</b> (by fax & email) Payment by cash, credit card and bank-in
<b>IEM Student Member</b>	<b>75.00</b>	<b>90.00</b>
<b>IEM Graduate Member</b>	<b>125.00</b>	<b>150.00</b>
<b>IEM Corporate Member</b>	<b>200.00</b>	<b>225.00</b>
<b>Non-IEM Member</b>	<b>480.00</b>	<b>540.00</b>

**Organised by:**  
**SENIORS SPECIAL INTEREST GROUP (SSIG), IEM**

#### **Cancellation Policy**

No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days prior notification and substitute will be charged according to membership status.

#### **Personal Data Protection Act**

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.

**“IEM reserves the right to alter or cancel the programme due to unforeseen circumstances at its discretion’.  
For intending participants who choose to ‘walk in without prior registration’,  
IEM SHALL NOT be responsible for any direct or consequential losses**

#### **TERMS & CONDITIONS:**

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u – Personal Saving & Personal Current ; Credit Card - Visa/Master.
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- The Organising Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment

**FOR FURTHER DETAILS, KINDLY CONTACT:**

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## **SPEAKER**



**Mr. Wei Fung, Nyou** is a CEO of Harvestnet Sdn Bhd. He is responsible for business development in South East Asia business development ie Malaysia, Singapore, Vietnam, Thailand, Myanmar, Indonesia, Philippines and Cambodia. He is also having a HRDF TTT Certified Training, MaGIC Mentor, Virtual LearnCaster, VCL Certified and has undergone multiple trainings and qualified in Telecommunications, Medical Device Authority, ILSAS and JACO. Mr. Wei Fung also has more than 20 years of consulting and training experience and expertise areas ie SaaS solutions for eGovt compliances, business process outsourcing & optimisation and data management, Consulting on crossborder trade competitiveness/ compliances for IoT related industries (Telecommunications, Medical, Automotive, Manufacturing, Consumer Goods, Retail and Good Agriculture Practices) and Trainings (Govt Regulations, Customs, Product Cycle Management) and Clients' Acquisitions (projects tenders, channels management, industry advisory for growth/change management). In addition, Mr. Wei Fung has a record of individual achievement in Projects SaaS and data management for trade compliances.



**Mr. Gerald Lee** is an award-winning Sales Leader who has previously held senior leadership positions in reputable organizations such as Unilever Malaysia, Celcom Axiata, Ferrero Asia Limited, Etika Group, Red Bull and JobStreet.com, as well as pioneering an FMCG start-up. His expertise includes Leadership, Team Management, General Sales Management, Business Development, Marketing & Business Growth Strategies; Go-to-Market, Channel & Distribution Strategies.

## **SYNOPSIS**

This course is designed to teach participants all the principles of good project and team management. Participants will learn how to identify and schedule project resources and create project flow charts. Critical areas of effective team management are also covered. These learning objectives are reinforced by a course project that allows the participants to apply the principles and use the tools they learn.

### Learning Objectives

Upon successful completion of this course, participants will be able:

- To grasp knowledge on importance of project management
- To understand project process and utilise the 10 knowledge areas for success
- To apply techniques of team management to ensure teamwork and better communication
- To build a high-performance team

### Target Audience

Executives, supervisors, managers, head of departments, project leaders and business owners who are involved directly in a project and/or people management in a company.

# **TENTATIVE PROGRAMME**

Time	Programme
9:00 am – 11:00 am	<b>Module 1: The Project Management Life Cycle</b> <ul style="list-style-type: none"> <li>• Operations vs project</li> <li>• Portfolio vs Programme vs Project</li> <li>• Project vs Project Management</li> <li>• Project Management Lifecycle: 5 Processes &amp; 10 Knowledge Areas</li> <li>• The role of Project Manager vs Project Leader</li> </ul>
11:00 am – 11:10 am	<b>Break</b>
11:10 am – 1:00 pm	<b>Module 2: Process Groups</b> <ul style="list-style-type: none"> <li>• Understanding 5 process group, the typical level of activity for each and the interactions among them</li> <li>• Understand how the project management process groups relate to the project management 10 knowledge areas</li> <li>• Balanced ITMS Approach: Review on how organizations utilise information</li> <li>• Technology project management platform to ensure process optimisation and deliverables</li> <li>• Exercise - Using PM Platform to create project, milestones and team members</li> </ul>
1:00 pm – 2:00 pm	<b>Lunch</b>
2:00 pm – 3:00 pm	<b>Module 3: The Project Team</b> <ul style="list-style-type: none"> <li>• Ice-breaker - Understanding team</li> <li>• The teamwork challenges</li> <li>• Selecting team members</li> </ul>
3:00 pm – 3:10 pm	<b>Break</b>
3:10 pm – 5:00 pm	<b>Module 4: Team management</b> <ul style="list-style-type: none"> <li>• What is team and team management; and its importance</li> <li>• Roles vs Responsibilities</li> <li>• 7 Common Management Styles</li> <li>• 5 Effective Leadership Styles</li> <li>• Critical success factors in an effective team management</li> <li>• Strategies to build an effective team</li> <li>• KPIs / Goals setting with SMART</li> <li>• Sustaining high performance team</li> <li>• Coaching for performance</li> <li>• Exercise- Team gamification</li> </ul>
5:00 pm – 5:30 pm	Q & A, Conclusion and End of the session

**\* IEM reserves the right to postpone, reschedule, allocate or cancel the workshop**

