



London TDM

# Project Management Training Courses

**Course Venue:** United Arab Emirates - Dubai

**Course Date:** From 26 October 2025 To 30 October 2025

**Course Place:** Downtown Dubai

**Course Fees:** 5,000 USD

## Introduction

This 5-day course is designed for professionals seeking to establish, develop, and optimize a Project Management Office (PMO) within their organizations. Participants will gain insights into best practices, tools, and techniques necessary to build a high-performing PMO that aligns with business goals and drives project success. The course will include interactive sessions, practical workshops, and case studies to provide a comprehensive understanding of PMO dynamics.

## Objectives

- Understand the fundamental concepts and functions of a PMO.
- Learn to design and implement a PMO framework tailored to an organization's needs.
- Explore strategies for optimizing PMO performance and demonstrating its value.
- Identify tools and techniques for effective project portfolio management.
- Develop skills to lead change and foster a culture of continuous improvement within a PMO.

## Course Outlines

### Day 1: Introduction to PMO Concepts

- Definition and types of PMOs
- The role and importance of a PMO in an organization
- Key components and functions of a PMO
- PMO maturity models
- Case studies: Successful PMO implementations

### Day 2: Designing a PMO Framework

- Assessing organizational needs and readiness
- Structuring the PMO for success
- Developing PMO processes and governance
- Integrating project management methodologies
- Defining key performance indicators (KPIs) for the PMO

### Day 3: PMO Tools and Techniques

- Overview of project management software and tools
- Implementing project portfolio management (PPM) tools
- Resource management and capacity planning
- Risk management and mitigation strategies
- Reporting and dashboard best practices

### Day 4: Optimizing PMO Performance

- Continuous improvement strategies for the PMO
- Enhancing project delivery and quality
- Aligning PMO objectives with organizational strategy
- Stakeholder engagement and management
- Measuring and communicating PMO value

## **Day 5: Leadership and Change Management**

- Building leadership skills for PMO managers
- Fostering a culture of excellence and accountability
- Leading organizational change effectively
- Conflict resolution and negotiation techniques
- Future trends in PMO and project management