PMP® CERTIFICATION EXAM PREPARATION COURSE

9 – 13 JUNE 2025
VENUE TBA (KUCHING)
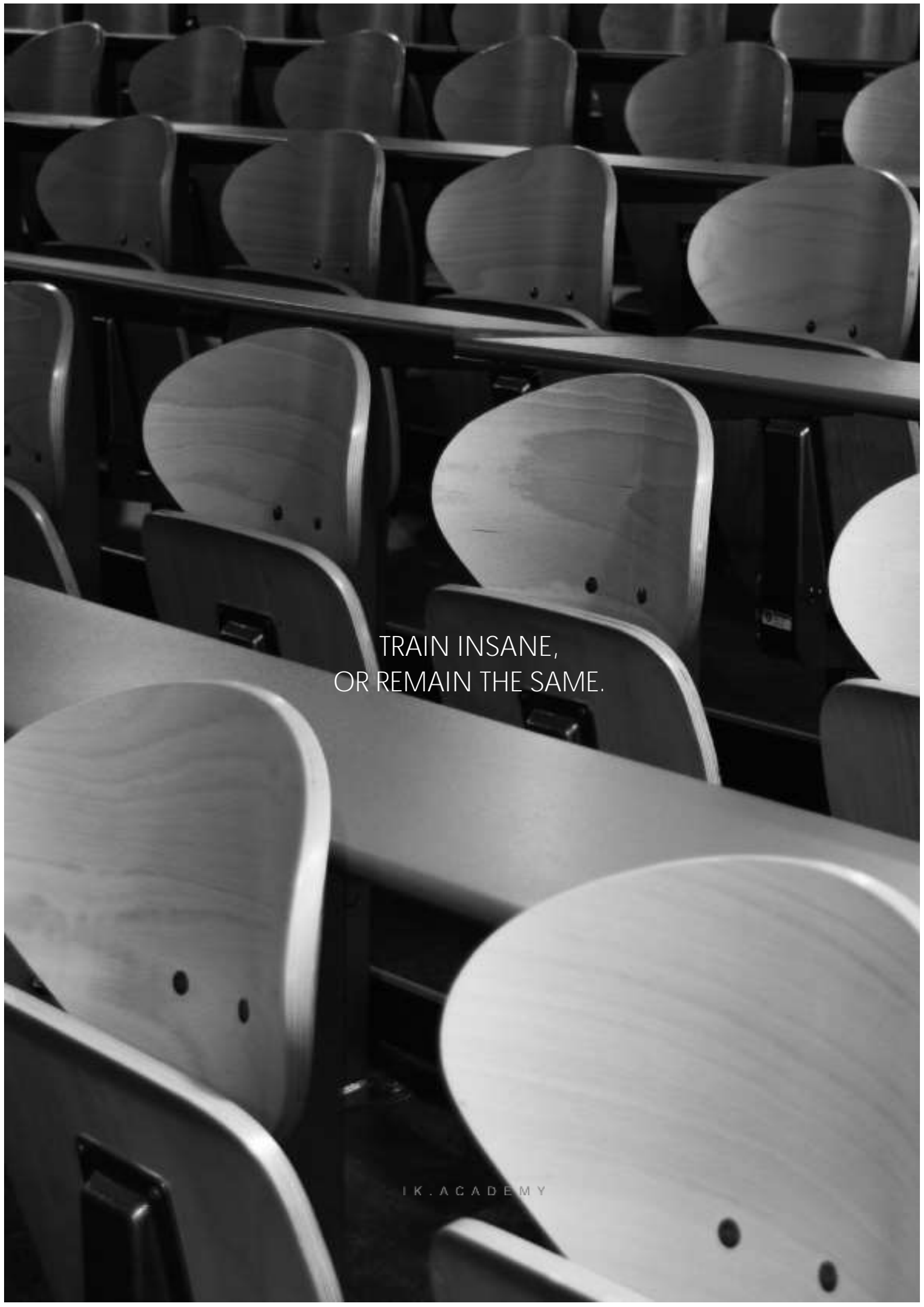**TRAINING PROGRAMME NO.: 10001294828**

Our Consultant: Associate Professor Ir Ts Dr Jeffrey Yap Boon Hui

OVERVIEW

The ability to lead successful projects is fast becoming the standard to compete in today's highly complex and technical workplaces. This course is for skilled professionals with some experience in project management and working in teams. This course explores the standards and practices in agile, hybrid, and traditional project environments. It brings the knowledge of PMI's global community of practice to you, with coverage of the full suite of topics in the Project Management Professional (PMP)® certification. This course delivers the knowledge and skills that you need to demonstrate project management proficiency in professional settings. It can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help your team or organization avoid making costly mistakes and increase your competitive edge in the project management profession.

TRAIN INSANE,
OR REMAIN THE SAME.

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ACADEMY

WHAT IS PMP CERTIFICATION?

As the world's leading authority on project management, PMI created PMP Certification to recognize project managers who have proven they have the skills to successfully manage projects. Project Management Professional (PMP)® certification represents an elite group of project managers. It proves project leadership experience and expertise in any way of working.

To obtain PMP certification, a project manager must meet certain requirements and then pass a 180-question exam. The PMP exam was created by project leaders for project leaders, so each test question can be related to real-life project management experiences.

PMP certification validates that you are highly skilled in:

- People: Recognizing you have the skills to effectively lead and motivate a project team throughout a project.
- Process: Using predictive, agile and hybrid approaches to determine which way of working is best for each project.
- Business Environment: Highlighting the success of a project and its impact on overall strategic organizational goals.

AM I ELIGIBLE?

Earning your PMP Certification is a commitment, and that's why it is valuable. If you have real-world project management experience, you've finished the hardest part.

Before you apply, make sure you meet one of the following sets of PMP Certification requirements:

- Four-Year Degree
- 36 months of experience leading projects within the past eight years
- 35 hours of project management education/training or CAPM® certification

- High School Diploma or Associates Degree
- 60 months of experience leading projects within the past eight years
- 35 hours of project management education/training or CAPM® certification

WHAT CAN A PMP® CREDENTIAL DO FOR YOU?

Globally recognized and demanded, the PMP® certification demonstrates to employers, clients, and colleagues that you possess the latest project management knowledge, experience, and skills to successfully lead projects, no matter what that project is. Whether you work in technology, business, or any other sector, project leaders are in demand to help businesses discover and gain value and keep work moving in a complex, changing world. The PMP® certification recognizes your ability to lead and direct projects successfully. Year after year, the PMP® certification commands global recognition and a higher salary for certified individuals compared with non-certified individuals.

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WHO SHOULD ATTEND

This course is designed for individuals who have on-the-job project management experience, who are not certified professionals, and who might or might not have received formal project management training. The course enables candidates to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project leadership, and seek career advancement by moving into a formal project manager job role, as well as to apply for the Project Management Professional (PMP)® certification.

IK Academy (Asia iKnowledge Sdn Bhd) is a <u>PMI Authorized Training Partner</u>. Get PMP certified today.

WHAT YOU'LL GET

- Exam-focused training based on <u>PMI Authorized PMP Exam Prep</u> Digital and Printed Courseware
- 35 PDU Points required for PMP Exam Eligibility
- Over 580 mock exam questions
- Guides on application of PMI membership and PMP Exam
- Master exam-taking techniques
- PMI CHOICE Platform 1 year access for Digital Courseware, Project Manager Checklists, Spotlight Videos, Self Knowledge Check
- 1-year membership of PMI Malaysia Chapter

COURSE CONTENT & TENTATIVE SCHEDULE

Training schedule is tentative and may be subject to change.

DAY 1

Time	Schedule Outline
9.00 am – 10.30 am	Lesson 1: Business Environment 1A Foundation 1B Strategic Alignment 1C Project Benefits and Value • Evaluate and deliver project benefits and value • Execute project with the urgency required to deliver business value 1D Organizational Culture and Change Management • Support organizational change
10.30 am – 10.45 am	Tea Break
10.45 am – 1.00 pm	1E Project Governance • Establish project governance structure 1F Project Compliance • Plan and manage project compliance
1.00 pm – 2.00 pm	Lunch
2.00 pm – 3.30 pm	Lesson 2: Start the Project 2A Identify and Engage Stakeholders • Collaborate with stakeholders • Engage stakeholders • Manage communications 2B Team Formation • Empower team members and stakeholders • Ensure knowledge transfer for project continuity • Engage and support virtual teams
3.30 pm – 3.45 pm	Tea Break
3.45 pm – 5.00 pm	2C Build Shared Understanding • Lead a team • Negotiate project agreements • Build shared understanding • Define team ground rules

	2D Decide Project Approach/Methodology • Determine appropriate project methodology/methods and practices

DAY 2

Time	Schedule Outline
9.00 am – 10.30 am	<u>Lesson 3: Plan the Project</u> 3A Planning Projects 3B Scope • Execute project with the urgency required to deliver business value • Plan and manage scope • Plan and manage project/phase closure or transitions
10.30 am – 10.45 am	Tea Break
10.45 am – 1.00 pm	3C Schedule • Plan and manage schedule 3D Resources • Build a team • Plan and manage procurement (resources)
1.00 pm – 2.00 pm	Lunch
2.00 pm – 3.30 pm	3E Budget • Plan and manage budget and resources 3F Risks • Assess and manage risks • Plan and manage project compliance
3.30 pm – 3.45 pm	Tea Break
3.45 pm – 5.00 pm	3G Quality • Plan and manage quality of products/deliverables • Plan and manage project compliance 3H Integrate Plans • Integrate project planning activities • Manage project changes

DAY 3

Time	Schedule Outline
9.00 am – 10.30 am	<u>Lesson 4: Lead the Project Team</u> 4A Craft Your Leadership Style • Lead a team • Engage and support virtual teams 4B Create a Collaborative Project Team Environment • Manage project artifacts 4C Empower the Team • Lead a team • Empower team members and stakeholders
10.30 am – 10.45 am	**Tea Break**
10.45 am – 1.00 pm	4D Support Team Member Performance • Support team performance • Promote team performance through the application of emotional intelligence 4E Communicate and Collaborate with Stakeholders • Manage communications • Lead a team • Engage stakeholders • Collaborate with stakeholders • Evaluate and deliver project benefits and value
1.00 pm – 2.00 pm	**Lunch**
2.00 pm – 3.30 pm	4F Train Team Members and Stakeholders • Build a team • Ensure team members/stakeholders are adequately trained • Mentor relevant stakeholders
3.30 pm – 3.45 pm	**Tea Break**
3.45 pm – 5.00 pm	4G Manage Conflict • Manage conflict • Define team ground rules • Build shared understanding

DAY 4

Time	Schedule Outline
9.00 am – 10.30 am	<u>Lesson 5: Support Project Team Performance</u> 5A Implement Ongoing Improvements • Continuous Improvement 5B Support Performance • Manage communications • Empower team members and stakeholders • Build a team • Engage and support virtual teams • Manage project artifacts • Determine appropriate project methodology/methods and practices
10.30 am – 10.45 am	**Tea Break**
10.45 am – 1.00 pm	5C Evaluate Project Progress • Plan and manage scope • Plan and manage schedule • Plan and manage budget and resources • Execute project with the urgency required to deliver business value • Plan and manage quality of products/deliverables
1.00 pm – 2.00 pm	**Lunch**
2.00 pm – 3.30 pm	5D Manage Issues and Impediments • Manage project issues • Address and remove impediments, obstacles, and blockers for the team
3.30 pm – 3.45 pm	**Tea Break**
3.45 pm – 5.00 pm	5E Manage Changes • Evaluate and address external business environment changes for impact on scope • Manage project changes

DAY 5

Time	Schedule Outline
9.00 am – 10.30 am	<u>Lesson 6 Close the Project/Phase</u> 6A Project/Phase Closure • Negotiate project agreements • Plan and manage project/phase closure or transitions
10.30 am – 10.45 am	Tea Break
10.45 am – 12.30 pm	6B Benefits Realization • Evaluate and deliver project benefits and value 6C Knowledge Transfer • Ensure knowledge transfer for project continuity
12.30 pm – 1.30 pm	Lunch
1.30 pm – 3.30 pm	• Mock Exam (2 hours)
3.30 pm – 3.45 pm	Tea Break
3.45 pm – 5.00 pm	• SUMMARY & CONCLUSION

OUR CONSULTANT

Associate Professor Ir Ts Dr Jeffrey Yap Boon Hui is an HRD Corp certified trainer and a project management lecturer at the Department of Surveying, Lee Kong Chian Faculty of Engineering and Science, Universiti Tunku Abdul Rahman. He obtained his PhD in project management from the International University of Malaya–Wales (IUMW), Kuala Lumpur, Malaysia, in which he was recognised as IUMW Valedictorian (Best Student Award). He also holds an MSc in construction management and a BEng in civil engineering. He held managerial positions with several reputable property development companies prior to joining the academia.

Jeffrey is a professional engineer (PEng) registered with the Board of Engineers, Malaysia (BEM); a corporate member (MIEM) with the Institution of Engineers, Malaysia (IEM); a professional technologist (PTech) with Malaysia Board of Technologists (MBOT) and holds a project management professional (PMP)® certification from the Project Management Institute (PMI).

Having worked in industrial and academic environments, he has gained a wide-ranging knowledge in the field of project management. He has published over 70 scholarly journal papers, which have appeared in leading journals such as the International Journal of Project Management, Project Management Journal and International Journal of Managing Projects in Business.

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REGISTRATION FORM   03-76511000

Please register the following personnel to attend the training as above
Please photocopy for multiple bookings.

Name: _____

NRIC: _____

Designation & Dept. : _____

Email: _____

Office (Direct Line) _____

Mobile Phone: _____

Name: _____

NRIC: _____

Designation & Dept. : _____

Email: _____

Office (Direct Line) _____

Mobile Phone: _____

Name: _____

NRIC: _____

Designation & Dept. : _____

Email: _____

Office (Direct Line) _____

Mobile Phone: _____

Company Name: _____

Contact Person: _____

Designation: _____

Address: _____

Office (General Line): _____

Office (Direct Line): _____

Fax No: _____

Email: _____

Person In Charge: _____
(Finance)

Email (Finance): _____

Contact Number: _____
(Finance)

I hereby agree to Asia iKnowledge Sdn. Bhd.'s Company Registration Policy
by signing and affixing the company stamp below:

Authorized Signature	*Company Stamp*

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4 EASY WAYS TO REGISTER

Call : +603-76511000
Fax : +603-76511001/2
Email : register@ik.academy
Mail : Suite 3A21, Kelana Centre Point, Block A,
       Jalan SS7/19, Kelana Jaya, 47301 Petaling
       Jaya Selangor, Malaysia

TRAINING INVESTMENT

Individual Pricing : RM 9000 per pax
(RM 9720/pax incl 8% SST)   ☐

Optional **PMI Membership** and **PMP**
Examination Arrangement
RM 2500 (per pax incl 8% SST)   ☐

8% SST based on Malaysia Budget Table on Oct. 2023

*HRD Corp Claimable (*If the course fee exceeds   ☐
HRDC approved claim limits, client is liable for the
difference.)

HRD CORP CLAIMABLE COURSES REGISTRATION POLICY

For HRD-CORP CLAIMABLE COURSES clients, the grant approval letter must be obtained from HRD CORP at least 48 hours prior to the training date. In the event that the grant approval letter is not obtained, IK Academy reserves the right to deny your entry into the training session. You may opt to issue a letter of undertaking to IK Academy as a guarantee of payment. Note that the letter of undertaking is subject to review by the management of IK Academy.
IK Academy reserves the right to issue invoices directly to clients should there be any failure to provide the grant approval letter issued by HRD CORP after the training is concluded.

COMPANY REGISTRATION POLICY

It is important to read and understand our Company Registration Policy before signing or stamping the registration form. You may get a copy of our policy from our personnel or from the link below:
http://ik.academy/assets/ikpolicy.pdf

CANCELLATION & PAYMENT POLICY

You may substitute the participants any time. No cancellation is allowed upon issuance of confirmation letter.

PROGRAM POLICY

Our consultant & topics are confirmed at the time of publishing. However, circumstances beyond the control of the organizers may occur. Asia iKnowledge S/B reserves the right to alter or modify the advertised speakers/ dates/topics if necessary.

PAYMENT DETAILS

Payment is required within 7 days upon receipt of the invoice. All payment must be received 7 working days prior to the training date.

1. Direct Deposit

Company Name: **ASIA IKNOWLEDGE SDN BHD**
Account number: **144-300-562-0**
Bank: **United Overseas Bank (Malaysia) Berhad, UOBM Damansara Uptown, Ground Floor, No. 1, Jalan SS21/58, Damansara Uptown, 47400 Petaling Jaya, Selangor**
* *Please instruct your bank to pay all transfer charges from your account and send in a copy of remittance advice by email/fax.*

2. Bank Cheque or Bank Draft

Payable to "ASIA IKNOWLEDGE SDN BHD"