

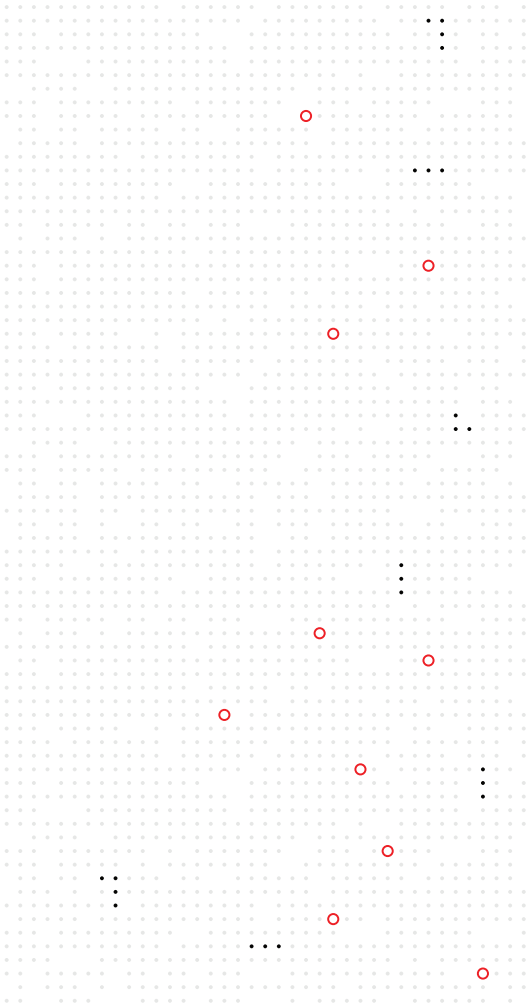
Training portfolio

Profexec Services



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Based on customer demand and experience, Profexec Services (www.profexec.com) compiled project management, business analysis, leadership and other training packages in order to make this knowledge available to individuals and companies as well.

Knowledge gained through education and day-to-day practice alone are not enough to perform high-level, quality project management, business analysis and leadership roles. This requires accurate knowledge of methodologies, recognition of contexts and correlations, and general leadership skills to be developed. Our goal is to train professionals who are able to successfully work in a (project) team, perform project management, business analysis and leadership tasks, either in their own business or at their workplace, in a domestic and international environment.

Our company follows the methodologies of the world-renowned and accepted Project Management Institute (PMI)[®] (www.pmi.org). We consider it important and support the trend that project management qualifications are increasingly recognized and expected in Hungary too, and qualifications are a common language and basis in the profession. A strong element of rating systems is the encouragement of continuous learning, renewal, interest, and openness to new approaches.

Participants and successful performers in our trainings become suitable for the application of modern project management techniques, for the independent planning, implementation, management, evaluation and control of projects in everyday practice, in the corporate environment, and for recognizing and managing the interests of stakeholders. We strive them to acquire a broad-minded approach that recognizes the need for change, the knowledge to manage changes, and the professional activity needed to develop knowledge.

In addition to exam preparation trainings, we hold trainings based on practical experience, presenting case studies and sample projects. We believe that in addition to presenting the theoretical background, it is important to share industry experience, which supports participants in carrying out their work as efficiently as possible.

The trainings are led by our qualified and certified staff and partners with many references and more than 20 years of practical experience.

Below we present our training packages that our clients most often choose. Based on the needs of our clients, we can deviate from the pre-defined agenda, and can create customized trainings. Our corporate trainings start with an assessment consultation, the price of the consultation is included in the price of the training.

We hope our trainings are of interest to you or your company, we kindly ask you to contact us.

Best regards,

Dr. Zoltán Sándor

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Why choose Profexec?

- » PMI Accredited Training Partner (ATP[®]): We are a certified PMI ATP[®], ensuring that our PMP[®], PMI-ACP[®], and PMI-PBA[®] exam preparation courses meet the highest global standards in project management education.
- » Practitioner-Led Learning: Unlike typical training providers, we also deliver project management, business analysis, and PMO consulting services—bringing real-life case studies, industry best practices, and project simulations directly into the classroom.
- » Customized Corporate Solutions: We tailor our training programs to each corporate client's needs. This includes pre-training assessments, personalized course design, and post-training consultations to ensure the knowledge is embedded and applied.

PMI ATP[®] Certification Features

- » Rigorous Accreditation by PMI: Authorized Training Partners (ATPs) undergo a stringent vetting process—including brand compliance checks, financial and legal reviews—ensuring only top-tier training organizations attain ATP status.
- » Access to PMI-Licensed Turn-Key Content: ATPs receive instructor and student guides, online learning assets, and licensed course materials that are regularly updated by PMI to align with current exam frameworks and standards.
- » Trainer Certification & Quality Assurance: All instructors must complete PMI's "Train-the-Trainer" program and hold active certification in the course they teach (e.g. PMP, PMI ACP). This ensures consistent instructional quality across ATPs .
- » Authorized to Issue PDUs and Recognized by PMI: As PMI-certified providers, ATPs can offer pre-approved Professional Development Units (PDUs) and are prominently listed in PMI's searchable directory—enhancing credibility and visibility .
- » Ongoing Guidance and Support from PMI: ATPs benefit from PMI support, brand endorsement, and access to strategic updates such as RFP opportunities, partner webinars, and performance dashboards (higher-tier, Premier ATPs receive deeper engagement).



	TRAINING NAME	AUDIENCE	TIMEFRAME	METHODOLOGY
EXAM PREPS	PMI PMP® Exam Preparation Training (ENG/HUN)	Experienced project managers	35 hours (35 PDU)	Presentation, case studies, common problem solving, consultation regarding test cases
	PMI CAPM® Exam Preparation Training (HUN)	Junior project managers, new grads, project participants	25 hours (25 PDU)	Presentation, case studies, common problem solving, consultation regarding test cases
	PMI ACP® Exam Preparation Training (ENG/HUN)	Practicing, experienced project managers, leaders	28 hours (28 PDU)	Presentation, case studies, common problem solving, consultation regarding test cases
	PMI PBA® Exam Preparation (ENG/HUN)	Business analysts, practicing project managers	35 hours (35 PDU)	Presentation, case studies, common problem solving, consultation regarding test cases
AGILE TRAININGS	Beginner Scrum Master Training (ENG/HUN)	Those with experience in teamwork	On-site 2x8 hours, online 6x2,5 hours	Theroretical presentation, interrctive workshop, example projects
	Advanced Scrum Master Training (ENG/HUN)	Those with at least 6 months of practical Scrum Master experience	On-site 2x8 hours, online 6x2,5 hours	Theroretical presentation, interrctive workshop, example projects
	Scrum Master mentoring/coaching (HUN)	Scrum Masters	In function of demand, to be mutually agreed	Theroretical presentation, interactive workshop, example projects + individual discussions
	Agile Leadership Training (HUN)	Experienced leaders	On-site 2x8 hours, online 4x4 hours	Theroretical presentation, interrctive workshop, example projects
	Agile Foundations Training (ENG/HUN)	Project managers and leaders, project team members interested in agile way of working	16 hours (16 PDU)	Presentations, case studies, best practices, common problem solving, example projects, project simulation
OTHER TRAININGS	Open Leadership Training (ENG/HUN)	Experienced leaders	On-site or interactive on-line 8 hours	Theoretical presentation, practical interactive workshop, example projects
	AI-Driven Project Management (HUN)	Project managers, Business Analysts, Leaders, Project Team members and sponsors	6 hours (6 PDU)	Practical examples, project simulation, interactive problem solving
	Project Management Fundamentals (HUN)	Everybody, who wants to understand the basic principles of project management	16 hours (16 PDU)	Practical examples, project simulation, interactive problem solving
	Practical Project Management Workshop (HUN)	Practising project managers, organisational leaders, acting project managers	12 hours (12 PDU)	Presentations, case studies, best practices, common problem solving, example projects, project simulation
	Practical Portfolio Management Workshop (HUN)	Portfolio managers, project office leaders, project sponsors, senior project managers , senior business analysts	16 hours(16 PDU)	Presentations, case studies, best practices, common problem solving, example projects, project simulation

We keep all our trainings both on-site or interactive on-line form

Official PMI ATP® Course: PMI PMP® Exam Preparation Training

Profexec Kft. became an Authorized Training Partner (ATP) at PMI in 2020, in which we provide the official PMP exam preparation training developed by PMI with the most experienced instructor in the Hungarian market!

Why is this exam preparation training useful?

The PMI PMP® (Project Management Institute – Project Management Professional) certification is the most recognized individual qualification in the project management industry. It has more than 1,000,000 project professionals worldwide, with more than 900 certified in Hungary. PMI-PMP® is the same level in all regions of the world, global standard.

This number is constantly increasing and may later be detrimental to applying for a project if someone does not have this qualification. International project management certification is increasingly requested in calls for proposals and calls for proposals.

Special exam support! For our PMP exam preparation training, you can also optionally use the Test Day + Exam Success Module – detailed conditions at Topics.

The renewed PMP® certification can be obtained after passing an exam based on recognized, proven professional practice and the PMP® Exam Content Outline defined by PMI, for which our course provides the best preparation for success.

The 35-hours training is based on PMBOK, PMI Process Groups Practice Guide and PMI Agile Practice Guide, as well as builds on several years' exam experience. The course reinforces and systemizes project management knowledge to lay the foundation for a successful exam. In addition to our highly skilled instructor in the training, test questions and a sample exam will also help you prepare for the exam easily, quickly and successfully.

To whom we recommend?

For skilled project managers who want to organize and deepen their knowledge and to take the exam.

Training methodology

Presentation, case studies, common problem solving, consultation regarding test cases

Training topics

- » Project environment
- » Scope and quality management
- » Project scheduling, planning and management of resources and budgets
- » Building and developing the project team, managing virtual teams, knowledge management
- » Responsibility and ethical norms of project management
- » Leading and managing the project team and communications management
- » Stakeholder management, maintaining the engagement of stakeholders
- » Project risk and issues assessment and management
- » Project integration management, integrative training summary

More information

- » 35-hour (35 PDU) classroom/online training meets PMP® exam application training prerequisites
- » Before the exam, we assess readiness and give feedback at a consultation
- » We help you plan your individual preparation and compile your exam application
- » 90% chance of passing the exam after completing our full preparation course
- » From the comfort of your home, it is possible to learn through an e-learning interface
- » Special exam assurance! If you fail the PMP® exam for the first time after our full preparation program, we will pay the re-exam fee

Exam warranty conditions:

- » Participate in our full preparation program.
- » Complete our 200-question test with at least 75% results.
- » Run the PMP® exam within 45 days of the test day.

Duration of the training

35 hours – 35 PDU

Official PMI ATP® Course: PMI CAPM® Exam Preparation Training

The Certified Associate in Project Management professional certification was designed for individuals, who are interested in project management, but do not possess the experience yet to qualify for PMP certification. As a PMI **Authorized Training Partner** (ATP) Profexec Services Ltd. provides the official CAPM exam preparation training developed by PMI.

Why is this exam preparation training useful?

By taking this course, participants can familiarize themselves with project management language, the processes and knowledges areas, as well as learn all the fundamentals, that are required in order to create a perfect foundation for their career in project management. Earning the CAPM certification can help individuals qualify for several different professional roles in project management, e.g. Project Analyst, Project Coordinator, Assistant Project Manager and be a knowledgeable and valuable support for an organisation leading projects.

To whom we recommend?

For juniors starting to work in project environment, for graduates who are interested to pursue career in project management, for project team members who would like to better familiarize themselves with project management fundamentals.

Training methodology

Presentation, case studies, common problem resolution, interactive consultation sessions.

Training topics

- » **Project environment, project management life cycle models:** elements of project planning, roles and responsibilities in project management, the necessity of emotional intelligence for leading a project team, tools for problem identification and solving
- » **Predictive (Plan-Based) Project Management Methods:** conditions, limitations, and elements of applying predictive project management, predictive planning toolkit, principles and processes of project change management
- » **Adaptive Frameworks and Methodologies:** conditions, limitations, and elements of applying adaptive project management methods, iteration planning, components of adaptive plans in different methodologies, prioritization during adaptive project work
- » **Business Analysis Frameworks:** the role and responsibilities of a Business Analyst in a project, methods for gathering requirements and defining scope, developing a Product

Roadmap, validation and approval of project outcomes.

More information

- » The 25-hour classroom/ online training meets the min. 23 hours CAPM exam application training prerequisite
- » We offer on-demand opportunity to learn on our e-learning platform and training can be started any time
- » We help participants to plan the preparatory steps for the exam at an individual level.

Exam warranty conditions

- » Participate in our full preparation program,
- » Complete our 180-question test with at least 75% results,
- » Run the CAPM® exam within 45 days of the test day,

Duration of the training

25 hours – 25 PDU

Official PMI ATP® Course: PMI ACP® Exam Preparation Training

The added value of the PMI ACP® certification

The profession of modern project management needs to meet certain challenges. It requires openness, work experience and responsiveness. The Agile Project Management method responds very effectively to the challenges of the current age project management. The PMI ACP (Agile Certified Practitioner)® certification means an agile project manager certified by the most prestigious international organization.

The PMI ACP® certification is one of PMI®’s fastest growing certifications.

Why is this exam preparation training useful?

The PMI ACP certification can demonstrate the latest project management skills and knowledge in response to the most urgent questions.

- » It helps to increase the professional versatility of project managers
- » It helps to navigate through a variety of agile methods and prepares
- » for projects following several methodologies (e.g. Scrum, Kanban, XP, FDD, Crystal, DSDM, Lean)
- » It not only prepares for IT and software development approach but also includes agile leadership, agile organizational culture

The figure below shows the growth trend of the number of PMI ACP certifications.

Three-half-day training will review and organize this wide and growing area based on the PMI exam requirements to establish the successful completion of the exam. Test questions and sample exams also help to prepare for successful training.

To whom we recommend?

Practitioners, skilled project managers, managers who want to take the ACP exam

Training methodology

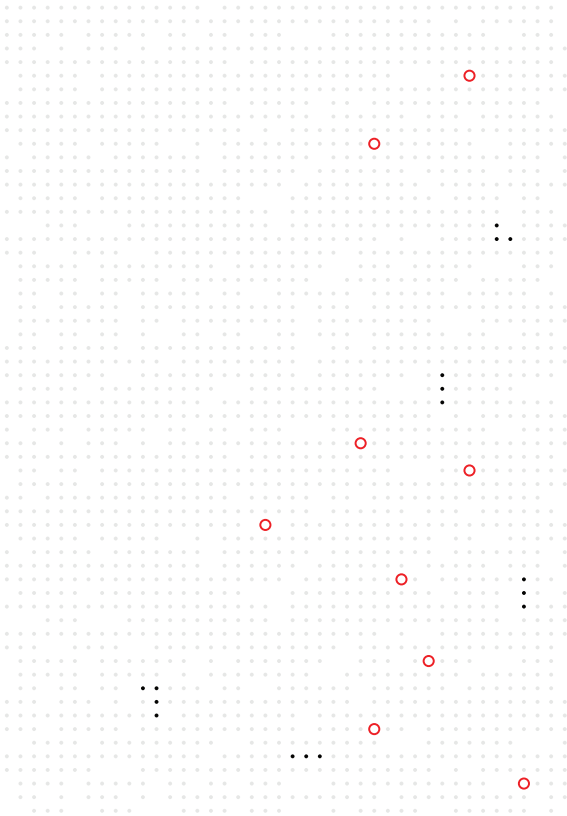
Presentation, case studies, common problem solving, consultation regarding test cases

Training topics

- » An Overview of the Agile methods, Agile Manifesto,
- » All about human factors in agility: inclusion, motivation models, teambuilding, self-organization issues
- » Project launch: Agile Charter, planning, backlog and story
- » Agile Planning: Estimation, prioritization, release, iterations
- » Agile implementation: Reporters, changes, standup, retrospective
- » Agile Management Methods (Servant, Management 3.0, etc.), agile organization, coaching, mentoring
- » Catalogue Of Agile Methods: Scrum, XP, Lean, Kanban, etc.
- » PMI-ACP Special topics: contract, clearing
- » Exam Preparation Advice

Duration of the training

28 hours – 28 PDU



PMI PBA (PROFESSIONAL BUSINESS ANALYST)®

Exam Preparation Training

The Project Management Institute (PMI)® has also launched a Qualification of Business Analysis relevant to project managers and business analysts, adapting to market needs. Based on PMI® forecasts, in addition to the PMI PMP® certification, the PMI PBA® certificate will further increase the value of project managers and business analysts. By earning the PMI PBA® certification, you can gain an internationally recognized level of business analysis qualification.

Founded in 1969, PMI is the most respected international organization in the business, and the acquisition of their qualifications guarantees employers your knowledge, so in many places you are required to obtain international certifications.

Why is this exam preparation training useful?

With the help of 36 hours of exam preparation training, participants can successfully prepare for the PMI PBA® exam, deepen their knowledge in business analysis processes, and learn several useful techniques that can be successfully applied in their daily work.

At Profexec Services Kft. we strive to be flexible in the circumstances and have organized that this exam preparation training can also be carried out in the form of live distance learning.

To whom we recommend?

Experienced Business Analysts who meet the pre-requisite of the exam

Training methodology

Presentation, case studies, common problem solving, consultation regarding test cases

Training topics

- » Basic concepts, methodologies
- » Relationship between business analyst and project management, roles, organizational structures
- » Areas of knowledge and process groups of business analysis
- » Business planning
- » Stakeholders as sources of needs
- » Relationship between business analysis planning, BA planning and PM planning
- » "Traceability & Monitoring" – requirements, goals, changes, measuring effectiveness

- » Conflict management
- » Tools and techniques used
- » Exam simulation and tests with joint evaluation
- » Tips and tricks for passing the exam
- » Useful aids, materials, tests to prepare for the exam

Duration of the training

35 hours – 35 PDU

Beginner Scrum Master Training

It is no coincidence that Scrum is the most popular Agile product development framework today, as it can be used to achieve short-term success too. Successful implementation of Scrum requires a solid and detailed knowledge of the basics, as well as knowledge of the need and motivation for Agile product development itself.

The goal of the training

With a basic understanding and knowledge of the Scrum framework, participants should be able to identify, if necessary, create the conditions for a Scrum team to operate, and support day-to-day collaboration.

Participants understand how Scrum and related Agile tools can be used in their daily routine through simulations and practical examples. In addition to the transfer of theoretical knowledge, the instructor also describes the methods he has used for several years on a daily basis from a practical, real-life perspective – thus helping to avoid typical pitfalls.

Training methodology

Theoretical presentation, practical interactive workshop, example projects

To whom we recommend?

For those with experience in agile teamwork

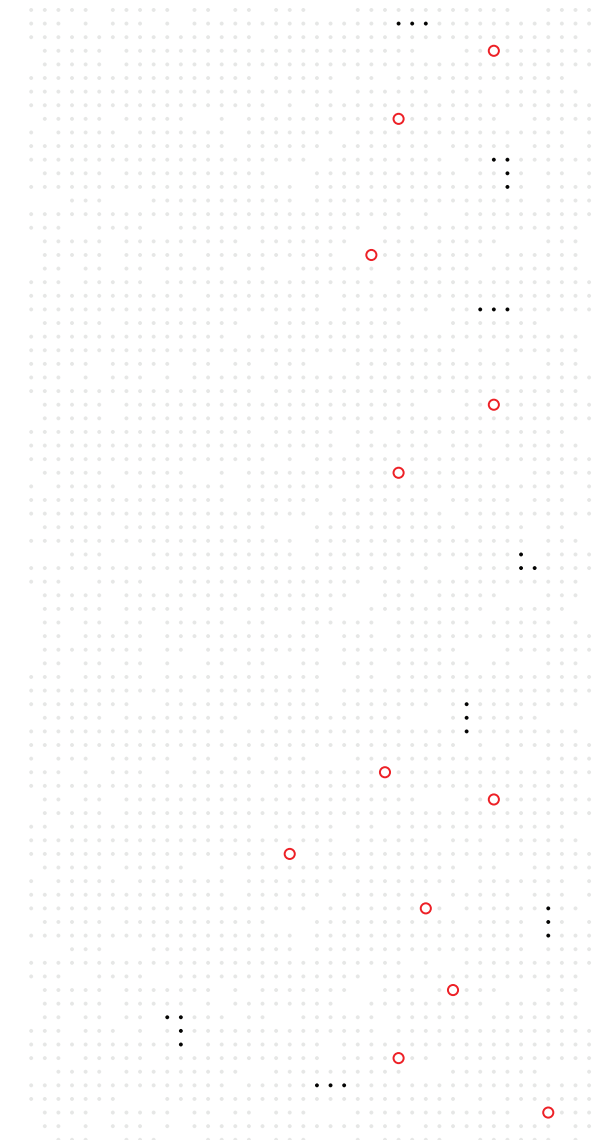
Training topics

- » Drivers of the development of an agile approach
- » Agile manifesto, principles
- » Establishment and areas of application of Scrum
- » Scrum Framework
- » Scrum simulation
- » Agile design levels
- » Product backlog management
- » Estimation techniques
- » Agile Metrics
- » Kanban
- » Kanban simulation

- » Scrumban
- » Lean approach and principles
- » Scalable Agile methodologies

Duration of the training

On-site 2 days, online 6 half days – 16 PDU



Advanced Scrum Master Training

The company has already started of Agile operation, but are jams common? Do you need deeper and more comprehensive knowledge to solve complex situations? Here is the chance for practicing Scrum Masters to improve to an advanced level.

Participants will gain experience with the typical sources of problems and solutions found in companies that use Scrum and can develop the key skills needed to operate Agile. They are introduced to coaching, mentoring and facilitation methods to help teams work together effectively.

The goal of the training

- » Laying common ground, a uniform interpretation of concepts
- » A deeper understanding of what the intention behind Agile operation is, i.e. what Agility is good for (and what it is not)
- » Learn about tools and possible solutions that can help you solve problems
- » Discussing the challenges of participants
- » Sharing practical experiences and ideas
- » Developing a culture of continuous learning and development

Training methodology

Theoretical presentation, practical interactive workshop, example projects

To whom we recommend?

For those with at least half a year of practical Scrum Master experience

Training Topics

- » Scrum introduction, typical mistakes, and their solution
- » Skills and motivation for agile collaboration
- » Fundamentals of Successful Teamwork, Team Lifecycle
- » Organizational cooperation, change management
- » Formulation and communication of a common goal
- » Open Leadership
- » Facilitation methods
- » Teaching, Mentoring, Coaching

- » Coaching techniques
- » Coach ethics

Duration of the training

On-site 1 day (8 hours), online 14 quarter days (2-2 hours)
36 hours-36 PDU

Scrum Master mentoring/coaching

Deep water to get into the daily lives of an organization, a team, as a Scrum Master? Want customized help for challenging situations? Would it be helpful if you could see what’s happening from other perspectives? Do you want to grow consciously at a good pace?

The goal of Mentoring/Coaching

As in the case of climbing a mountain peak, in a challenging profession, at any time, the situation may be more difficult compared to our current knowledge and possibilities than we could solve well alone. Recognizing when we need outside help is already half victory. Depending on your individual situation and needs, mentoring or coaching not only helps you deal with difficult situations, but also allows you to achieve peak performance.

Which one should I choose?

Mentoring process:

- » In addition to transferring knowledge and experience that can be used in a specific situation, it helps the client’s learning process by leading them to the solution.
- » Discussing the most useful topics and aspects in an individual compilation, depending on the situation and needs.
- » Typically, 3-12 months of collaboration, which can be less or more as needed.

Coach process:

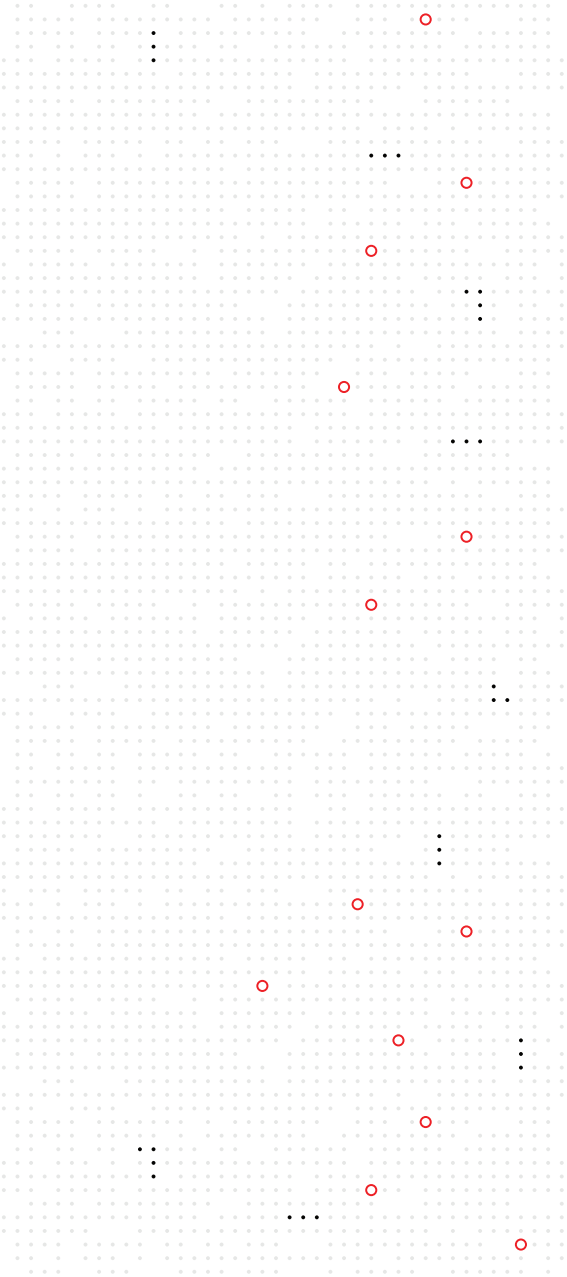
- » Purposeful cooperation, where the client improves self-knowledge and self-confidence and becomes better at assessing the situation and applying the solutions he has developed. It does not include advice.
- » Highly recommended for conscious development and peak performance.
- » Typically, 3-12 months of collaboration, which can be less or more as needed.
- » Mentoring includes coach elements, but there is no mentoring in the coach process.

To whom we recommend?

For Scrum Masters

Duration of the training

In function of demand, to be mutually agreed



Agile Leadership Training

You like the Agile approach, but you don't know it in depth enough to make a decision about its introduction? Your company has already decided to roll it out, but would you need support at management level to address the initial challenges? You're in the right place.

Managers at all levels face new challenges in an agile environment. The introduction of an agile culture and mindset obliges managers not only to change themselves, but also to support the success of the change in their team.

The goal of the training

Participants can learn the basics of Agile thinking from a managerial point of view:

- » What does Agility mean for leaders?
- » What Agile methods and frameworks exist,
- » What roles and planning are required for Agile operation,
- » What are the expected results.

Participants will also have the opportunity to develop the key skills needed to operate Agile during this online training.

Training methodology

Theoretical presentation, practical interactive workshop, example projects

To whom we recommend?

For those with managerial experience

Training topics

- » Drivers of the development of an agile approach
- » Agile manifesto, principles
- » Scrum creation and application areas
- » Scrum Framework
- » Kanban and Scrumban
- » Lean Leadership, Predictive-Agile Hybrid Operating Model
- » Simulation exercises

- » Agile metrics
- » Project Manager – Product Owner – Scrum Master segregation of duties, change management
- » Formulation and communication of a common goal
- » Scalable Agility, Agile Design Levels
- » Skills and motivation for agile collaboration
- » IT tools, aspects for selection
- » Open Leadership

Duration of the training

On-site 2 days, online 6 half days –16 PDU

Agile Foundations Training

For those who have not yet encountered agile project management, our program provides a comprehensive overview of the basics and the practical application of agile values and principles. During the training, we review the basics of agility, and also elaborate on the Scrum and Kanban methodological approaches, and we support understanding with exercises.

In addition to the traditional waterfall project management approach, we manage more and more projects based on agile methodology. Moreover, what is even more common is a hybrid approach that combines waterfall and agile methodologies.

The goal of the training

Acquiring basic knowledge of agile methodology for both project managers and stakeholders who work in or around agile projects

Training methodology

Presentations, case studies, best practices, common problem solving, example projects, project simulation

To whom we recommend?

Project managers and managers:

- » Working in an organization where management is expected to move in an agile direction
- » Who want to work as project managers in a software development environment and want to ensure the effectiveness of the development methods
- » Who manage a team of 10-15 developers and directly responsible for team productivity
- » Who want to understand the values of agility and to take project or organizational decisions, considering its value.

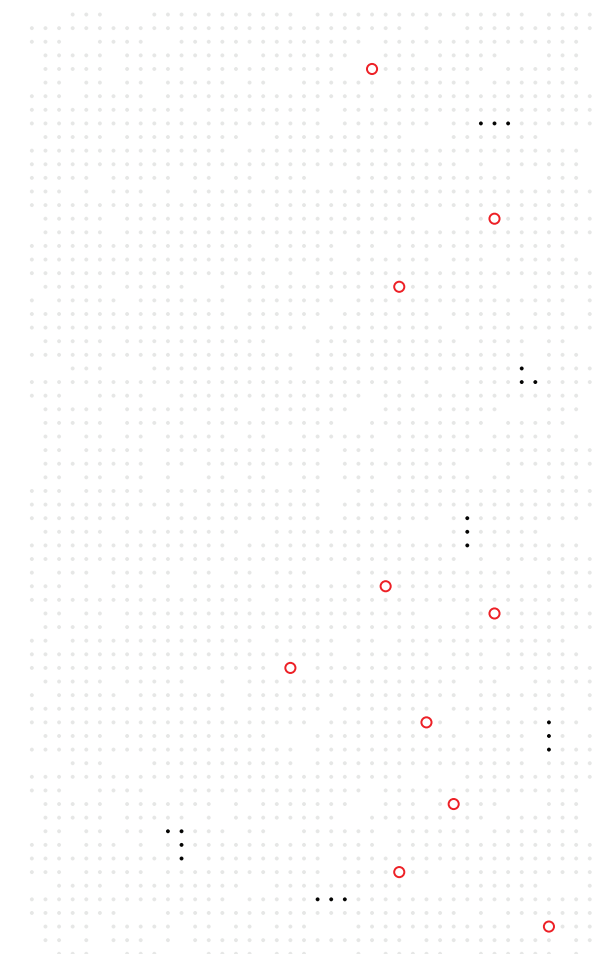
Training Topics

- » Agile principles and approach, methodologies, agile process
- » Value stream mapping, value-based prioritization
- » Produced agile value and contract
- » Risk and backlog, value indicators
- » Roles in the agile project, agile leadership and culture

- » Communication techniques
- » Agile team: self-organization, empowerment and fulfillment, personal and team motivation
- » Coaching, mentoring, emotional intelligence, team dynamics
- » Estimating techniques, the agile business case
- » User story, user map
- » Agile project tracking, principles, methods
- » Extents decomposition (iteration, release), a gradual approach, a goal-adaptive process
- » Agile management approaches

Duration of the training

16 hours online or on-site – 16 PDU



Open Leadership Training

What makes an outstandingly successful leader who can create a workplace culture and environment that strongly motivates people from within? How can we become a leader who is respected not for his position but for his inspiring attitude and ability to support effective and value-creating collaboration? How do we feel like a confident leader in an accelerated, digital world as well?

Modern leaders need knowledge and skills that are still taught in few places in Hungarian adult education. Combining the knowledge and world-class experience of world-renowned thinkers, this unique training demonstrates in practice the most effective forms of collaboration known today, either online or in real life.

The goal of the training

Develop a clear vision, motivating common goals and leadership skills needed to build a learning organization, improve conscious online communication. through simulation exercises, case studies, and discussion of practical experiences.

Training methodology

Simulation exercises, case studies, and discussion of practical experiences.

To whom we recommend?

For those with managerial experience

Training topics

- » Motivations for open leadership
- » Leadership paradigms and trends
- » Self-knowledge as a resource
- » Vision, formulating common goals and creating coherence
- » Giving and receiving feedback, planning rhythms
- » Seven levels of employee involvement and empowerment
- » A culture of recognition: retaining employees with maintaining motivation
- » Conscious online communication in everyday and exceptional situations
- » Change management during a major organizational transformation – simulation

Duration of the training

8 hours online or on-site – 8PDU

AI-Driven Project Management: From Insight to Action

What we offer?

This workshop equips participants with the skills to harness AI in project management while staying focused on clarity, speed, and impact. We explore the GenAI Gartner Hype Cycle, stakeholder expectations, AI hallucinations, and the Human-in-the-Loop approach – always connecting theory to practice. Participants discover how project managers and teams can thrive in the AI era, using AI both as a deliverable and as a powerful tool.

Hands-on exercises cover practical techniques such as creating reminders, applying quality assurance, identifying risks, and capturing lessons learned. Participants also experiment with prompting strategies – including RTF, CREATE, prompt chaining, and multimodal prompts – while gaining insights into how LLMs differ from search engines.

The program further introduces Copilot for Outlook and Teams, guiding participants in streamlining workflows with templates and AI-powered assistance. Finally, we explore creative GenAI applications, from generating illustrations and infographics to producing images with the most commonly used tools.

By the end, participants walk away with both practical methods and creative inspiration to apply AI in their daily project work.

Who do we recommend it to?

Project managers and team leaders to harness AI for smarter project execution

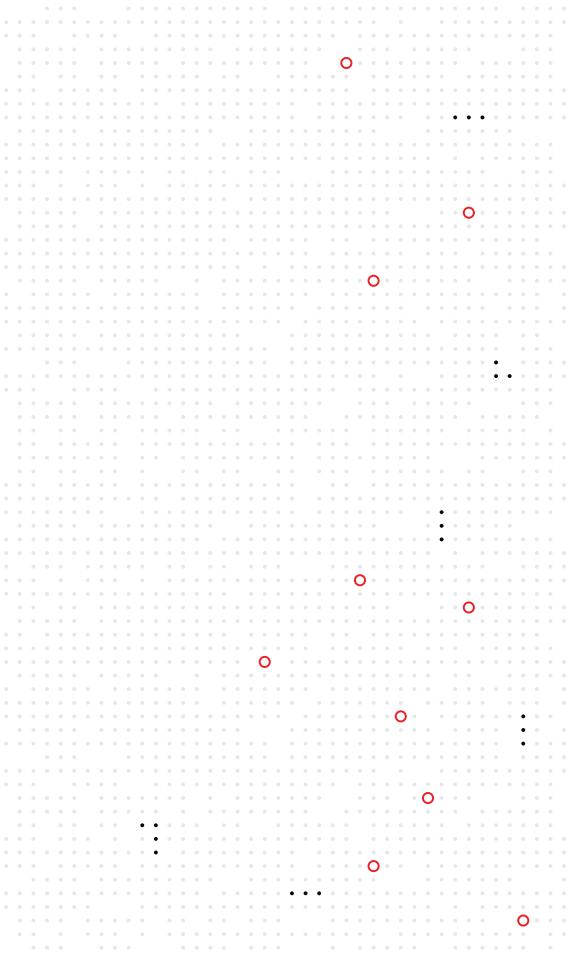
Thematics

- » Explore the GenAI Gartner Hype Cycle, environmental factors, and stakeholder expectations around AI adoption.
- » Understand AI hallucinations, their statistical basis, and the importance of Human-in-the-Loop approaches.
- » Define the evolving roles of project managers and teams in the AI era, and distinguish between AI as a deliverable versus a tool.
- » Practice project management basics with AI: creating reminders, templates, and policy-based quality assurance.
- » Identify project risks and lessons learned from documentation; advanced learners apply structured strategies and templates.
- » Learn prompting techniques: RTF, CREATE, prompt chaining, and multimodal approaches.
- » Compare LLMs with search engines, clarifying their strengths and limitations.

- » Apply Copilot to streamline Outlook and Teams workflows, including transcript analysis and reusable templates.
- » Experiment with creative GenAI applications such as illustrations, infographics, and image generation using tools like Napkin.AI, Venngage, Tengr.AI, and MidJourney.
- » Develop practical strategies for integrating AI into daily project work, balancing efficiency with ethical and responsible use.

Duration of the training:

6 hours online or on-site – 6 PDU



Project Management Fundamentals

Our training is about the key success factors of project management and explains the basics of project management. The training helps to differentiate between project-like operation and normal day-to-day organizational operation.

The goal of the training

Participants can master the whole process of project management in a comprehensive way, the individual process elements, their connection, and interaction, all with a strong practical focus.

Training methodology

Practical examples, project simulation, interactive problem solving

To whom we recommend?

For everybody, who wants to understand the basic principles of project management, some examples of participants:

- » trainee project managers, project assistants, project office analysts, project coordinators
- » project members, staff who will work in the project organization during the project
- » managers who want to see project-like operation and project management
- » business analysts

Training topics

- » History of project management, basic concepts, main trends (PMI®, Prince, IPMA)
- » Differences between project work and daily routine
- » Stakeholders and their management
- » Project planning (scope, time, budget, resource, quality)
- » Risk management
- » Implementation of the project
- » Project control and supervision
- » Project closure and evaluation
- » Project management "soft skills"

Duration of the training

16 hours online or on-site – 16PDU

Practical Project Management Workshop

Even experienced project managers need further development, to discuss practical project issues in their projects, to learn about the latest project management trends, which can help to create a customized solution to current, urgent problems.

Our 12-hours practical project management workshop is an advanced interactive training based on teamwork and workshop.

The goal of the training

The workshop participants can develop their knowledge in the following areas:

- » Obtaining practical solutions to difficult project situations of the organization based on the experience and knowledge of the participants – taking advantage of the sharing of experiences between participants with different professional experience, knowledge transfer and professional moderation of our instructor
- » The newest trends and subjects of project management giving new energy and ideas for participants.

Training methodology

Presentations, case studies, best practices, common problem solving, example projects, project simulation.

To whom we recommend?

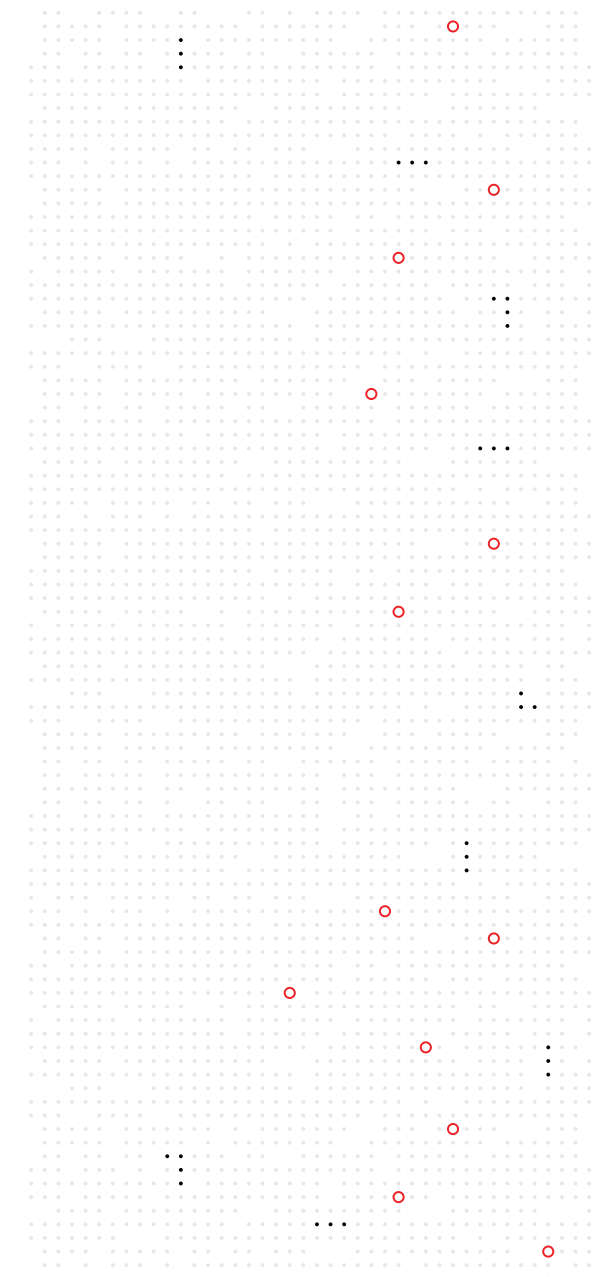
- » Practicing project managers
- » Leaders of project management organisation
- » Project team members

Training Topics

- » Mapping specific project management problems in an organization
- » Find project management practical solutions in an interactive way
- » Presentation of case studies applicable to a given situation
- » Presentation and application of the latest project management solutions and trends
- » Soft skill methods for dealing with stakeholders

Duration of the training

12 hours online or on-site – 12 PDU



Practical Portfolio Management Workshop

Today's hot topic is not only the success of projects, but also the optimal selection and preparation of projects in the organization, and the effective integration of project products into operative management. How does the project office and portfolio management help on the one hand with these organizational goals, what are the challenges in these areas and what are the experiences, best practices, results.

The goal of the training

Get to know the specialties and roles of project portfolios and offices, the functions that support projects and project managers. To master the portfolio management toolkit, during which the participants will receive practical background knowledge on the basis of which they can decide which method and solution to use in their company

Training methodology

Presentations, case studies, best practices, common problem solving, example projects, project simulation.

To whom we recommend?

- » Current and future project for portfolio managers, project office managers, program managers
- » For managers who want to effectively manage the interaction of projects and are interested in creating a project portfolio that is best suited to implement their strategy, who want to design and develop a project office
- » For practicing, trained project managers who want to further deepen their knowledge and are curious about the impact of other projects on their own projects. I would like to know what help is available from the different support functions that exist for the success of the project
- » Those who are interested in the experiences and best practices of others so that they can incorporate this into their own organization
- » Project sponsors

Training topics

- » What is the place and role of portfolio management and the project office in the organization?
- » How is it worth developing a project management model?
- » How do we apply critical algorithms for setting priorities and allocating resources?

- » What are the special knowledge and skills required for the head of the project office?
- » Case studies, overview of best practices, depending on applicability company type

Duration of the training:

16 hours online or on-site – 16 PDU



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