



Training Programs

for Excellence Professionals

*Strategy Executing &
Strategic Transformation*

2019, Riyadh

- Project Management
 - Strategic Planning
 - Change Management
 - Quality Management
 - Risk Management
 - Innovation & Knowledge Management
-

2019 Classroom Course Schedule

Excellence Talent Square® Training Programs		Page	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fee
Overall Excellence	Excellence Talent Square®(Strategy, Project, Change, Quality Management)	4			24-28						22 - 26				SR 3500
Strategy Management	Strategic Planning Fundamentals	4	<i>Available as private training</i>												
	Strategic Management Professional SMP	-			24 - 28							20 - 24			SR 4800
Project Management	Project Management Fundamentals	6	<i>Available as private training</i>												
	Project Management Professional PMP®	7	20-28	10-18	17-25	21-29	5-13	16-24	14-22	18-26	15-23	13-21	17-25	8-16	SR 4000
	Risk Management Professional PMI-RMP®	9		24-28							8 - 12				SR 3500
	Project Management Office PMO Setup	-									18 - 20			11-13	SR 4800
	Professional Business Analysis PBA®	11		24 Feb – 4 Mar							25 Aug – 2 Sep			10 - 18	SR 4500
Advanced Project Management	Program & Portfolio Management PgMP® & PfMP®	12				7-11						13 - 17			SR 4800
	Leading Complex and Troubled Projects	-				7 - 9									SR 4800
Change Management	Change Management Fundamentals	13	<i>Available as private training</i>												
	Certified Change Management Practitioner CCMP®	14	27-31		31 Mar – 4 Apr			30 Jun – 4 Jul			29 Sep – 3 Oct			22-26	SR 4000
	Influence and Communication Skills	-	<i>Available as private training</i>												
Quality Management	Quality Management Fundamentals.	15	<i>Available as private training</i>												
	Lean 6 Sigma	16			10 - 14				28 Jul – 1 Aug						SR 4000
	Business Process Management	-	<i>Available as private training</i>												
Knowledge & Innovation	Knowledge & Innovation Management	-	<i>Available as private training</i>												

Book a free training consultation

To make sure which training courses suitable for you, our consultant can help you to design the right learning path for you after he understand your background, experience, challenges and goals.

Just send an email to: info@excellencelrm.com or visit: www.excellencelrn.com/book-free-cons



What we offer

- Practical work during the courses to guarantee best understanding using case studies from 1st level International Business Schools..
- Certificates preparation plans.
- Supporting trainees after the course until he get certified.

Welcome to Excellence Learning

We have been helping project and organizational excellence professionals to improve and achieve for over 10 years.

Our training elevates individuals' performance and strengthens organizations' ability to successfully achieve strategic goals.

*Helping organizations and individuals to **execute their strategies** and **strategic transformation** are our Main Goals.*

Our core training expertise covers

- Strategic planning
- Strategy execution & Strategic Transformation
- Portfolio, program and project management
- Change management.
- Quality management.
- Innovation and knowledge management.

Accreditation and Partnerships



**HARVARD
BUSINESS SCHOOL**

We combine our instructors expertise and the researches & studies from Harvard Business School, in order to provide training that transforms the way strategy execution and projects are run and the impact they have on the organization, for real strategic transformation and achieving sustainability by change and quality management



Our courses are aligned with:

1. PMI's Project Management Book of Knowledge (PMBOK) guide.
 2. ACMP's Standard of Change Management for change management programs.
 3. IIBA's BABOK for BPM programs.
 4. ASPBOK for strategy programs.
- and are suitable for those working towards a professional certification, e.g. the PMP®, CCMP®, SPP®

Also we have a partnership with PMASPIRE to provide our trainees with a professional simulation exams to help them passing professional certificates.

Excellence Talent Square®

In this program we educate the main discipline designed by Excellence Learning to provide completed and integrated understanding for main organizational excellence topics together.

In this course we educate strategy, project management, change management and quality management principles and how they are working together in the organization to achieve strategic objectives.

This course designed to be the best starting step for every one want to start professionally in his job. Specially the employees whom their work related with any field of organizational excellence.

Course Goals

This program will help participants to:

- Understanding Organizational Excellence concept.
- Understand Strategic Planning concept.
- Understand Project Management concept.
- Understand Change Management concept.
- Understand Quality Management concept.

Course Topics:

- What is Excellence Talent Square®?
- Why we need all together?
- Aligning organization with strategy.
- Talent Square® fields:
 1. Strategy Management Fundamentals.
 2. Project Management Fundamentals.
 3. Change Management Fundamentals.
 4. Quality Management Fundamentals.



Talent Square® field:
Overall Excellence Square

Course duration
5 days (classroom)
25 PDU's

Public course fee
3500 SR

Private course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Aligned with:



Strategic Planning Fundamentals

This program is one of the main courses delivered for organizations as part of strategic planning awareness and change efforts, it can be a lone or included in general excellence awareness sessions including also project management, change management, KPIs, quality ... etc.

In this course we educate strategy and Strategic Planning fundamentals. It illustrates number of analyses tools to assess the current situation that will help organizations to define future direction and recreate better position in the market.

Course Goals

This program will help participants to:

- Understand strategic planning concept.
- Strategic thinking awareness.
- Establish strategic planning common language in the organization.

Course Topics:

- What is Strategy?
- The importance of Strategic Planning.
- External & Internal analysis.
- Strategy Components.
- Build the Competitive Advantage
- Strategic Sails
- Vision, Mission and Values.
- Relation between strategic planning and project management.

Aligned with:



Talent Square® field:
Strategy Management

Course duration
2 days (classroom)
16 PDUs

Public course fee
Not available

Private course fee
Get your proposal from:
www.excellenceinr/ask-for-private-training

Strategy Management Professional SMP

This program gives deep understanding for the meaning of Strategy and Strategic Planning. It illustrates number of analyses tools to assess the current situation that will help organizations to define future direction and recreate better position in the market. Also, the program presents Strategic planning process and the execution mechanism that will enable organizations to achieve their visions.

Course Goals

This program will help participants to:

- Understand strategy and strategic planning concept.
- Think strategically.
- Ability to develop and lead strategic planning efforts.

Course Topics:

- What is Strategy?
- The importance of Strategic Planning
- External & Internal analysis.
- Strategy Components.
- Build the Competitive Advantage
- Strategic Sails
- Vision, Mission and Values.
- Build the Strategic Plan.
- Execution tools of Strategic Plan.
- Balanced Scorecard.
- Strategic KPIs.
- Strategic communication.
- Strategy & Operation



Talent Square® field:
Strategy Management

Course duration
5 days (classroom)
25 PDUs

Public Course fee
SR 4800 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Aligned
with:



Project Management Fundamentals

This program is one of the main courses delivered for organizations as part of project management awareness and change efforts, it can be a lone or included in general excellence awareness sessions including also strategy management, change management, KPIs, quality ... etc.

This workshop is designed to present the basics of project management with a focus on understanding project management terms, project selection, planning, estimating, scheduling, and earned value management. If you are new to projects or been assigned to projects and need to understand how to manage the project, this is the workshop for you. You will leave this workshop with understanding of what project management is and how to manage projects.

Course Goals

- Understanding the main principle and terms of project management,
- Understanding the project management framework.
- Understanding the fundamentals of project management processes.

Course Topics:

- **Introduction to Project Management**
 - Project Management facts & statistics around the world
 - Project Management schools & trends
- **Projects Environment**
- **Project Manager Role**
- **Project Management and Strategic Planning .**
- **Project Life Cycle**
- **Project Management Process Groups**
 - Initiating Process Group
 - Planning Process Group
 - Executing Process Group.
 - Monitoring Process Group
 - Closing Process Group



Talent Square® field:
Project Management

Course duration
3 days (classroom)
16 PDUs

Public Course fee
Not available

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Aligned
with:



Project Management Professional PMP®

This program is the most popular course we provide and we proud the very high reputation and customers trust.

Why we are deferent?

We are not just giving a traditional PMP® course, we stand with our trainees 60 days after the course and provide to them coaching sessions and simulation exams until they pass PMP® or CAPM® exam.

Course Goals

- Covering PMBoK 6th edition content.
- Learning processes, tools, techniques for project management according to PMI's standard.
- Applying knowledge on virtual projects to ensure deep understanding.
- Linking PM knowledge with real world projects.
- Preparation for PMP®, CAPM® certificates.

Simulation Exams:



We offer high quality simulation exams accounts for trainees though our partnership with PMASPIRE.

Aligned with:



Course Topics:

- Introduction to PM.
- Project management environment.
- Project manager role.
- Projects and strategic planning.
- Integration management.
- Scope management.
- Practical work(1)
- Schedule management.
- Schedule exercise.
- Practical work(2)
- Cost management.
- Quality management.
- Budget exercise.
- EVM exercise.
- Resource management.
- Communication management.
- Risk management.
- Procurement management.
- Risk exercise.
- Practical work(3).
- Stakeholder management.
- Code of ethics and professional conduct.
- PMP® exam content.
- PMP® exam preparation plan.



Talent Square® field:
Project Management

Course duration
7 days (classroom)
35 PDUs

Public Course fee
SR 4000 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellenceinr/ask-for-private-training

PMP® Course Weekly Coaching Sessions & Quizzes PMP® Exam

Simulation Exams —————>

Self Study>

PMP® Exam Preparation

This program designed for who already attended PMP® course and wanted to pass PMP® exam, this 60 days program start with one full-day workshop to review all PM knowledge areas then applying preparation plan.

During preparation trainees will use the agreed resources and practice PMP® simulation exams provided to them. Also during the program there is 6 weekly discussion sessions to follow-up and make sure good preparation for exam.

At the end every trainee required to try final 200 question simulation exam then he and his instructor will take a decision to take the PMP® exam or not with resolving the gap.

Course Goals

- Passing PMP® exam.
- Finding and resolving knowledge gap in project management.
- Enhancing trainees skills through PM exam real case simulation

Aligned with: 

Review Workshop

Weekly Discussion Sessions & Quizzes

PMP® Exam

Simulation Exams

Self Study

Course Topics:

- One full-day PMP® review workshop covering all PM knowledge areas.
- PMP® exam preparation plan.
- Exercises & Weekly quizzes.
- Open PMP® simulation exams .
- Weekly discussion sessions (6 sessions).
- Final PMP® simulation exam (200 question).

Simulation Exams:



We offer high quality simulation exams accounts for trainees though our partnership with PMASPIRE.

Admission requirements:

To be able to participate in this course you are required to:

1. Already attended PMP® course anywhere.
2. Pass evaluation exam provided to you during registration.



Talent Square® field:
Project Management

Course duration

60 days

1 full-day review workshop
6 discussion sessions
(26 PDUs)

Public Course fee

SR 3500 (excl. VAT)

Private Course fee

Get your proposal from:
www.excellencelrn/ask-for-private-training

Risk Management Professional RMP®

This course designed to enable professionals in dealing with risk management activities through identifying, assessing and successfully treating risks in all types of projects and capacities including day-to-day work, and to empower them to become internationally recognized and certified as Project Risk Management Professionals based on PMBoK® (6th Edition).

Course Goals

- Enabling project managers and professionals to deal with risks professionally.
- Prepare trainees for PMI-RMP® certificate.
- Understanding the relation between project risks and budget and other constraints.



Course Topics:

- Introduction to RMP® – Risk Management
 - Types of Risks.
 - Known & Unknown Risks.
- Plan Risk Management
- Identify Risks
- Practical Work(1).
- Perform Qualitative Risk Analysis
- Perform Qualitative Risk Analysis
 - Calculating Contingency Reserve.
 - Decision Tree.
- Plan Risk Responses
 - Threats Strategies.
 - Opportunities Strategies.
- Implement Risk Responses
- Monitor and Control Risks
- Practical Work(2).



Talent Square® field:
Project Management

Course duration
5 days (classroom)
25 PDUs

Public Course fee
SR 3500 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Microsoft Project 2016®

Microsoft Project course designed to help participants in how to manage their tasks of any size and description. Designed to assist project managers in organizing their plans, assigning and tracking tasks, managing budgets and analyzing workloads, Microsoft Project is the go-to project management software. This Microsoft Project course will teach you how to utilize the features available to you to their fullest advantage for your project management needs.

participants will explore operations such as adding, editing, assigning and tracking tasks. The workshop cover the resource management features, how to work with the calendar features, and how to interact with the timeline. Participants will learn about creating Gantt charts, how to create and customize reports using templates, adding recurring tasks, and much more.

Course Goals

- Using MS project to facilitate project management activities.
- Covering MS project exam topics and preparation for the exam.

Course Topics:

- Identify project management concepts and navigate the Project 2016 environment.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.
- Update a project plan to reflect progress as you execute the project.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customizations with other projects.



Talent Square® field:
Project Management

Course duration
3 days (classroom)
15 PDUs

Public Course fee
SR 3200 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training



Professional Business Analysis PBA®

This program gives deep understanding for the skills and practices needed for collecting various information and analyzing them for the purpose of forecasting the future directions, finding alternatives for improving business strategies, improving operations, smart decision making for enhancing company's results.

Also this course focus more in how effectively working with stakeholders to define their business requirements and creating deliverables to make project successful.

Why we are deferent?

We are not just giving a traditional PBA course, we stand with our trainees after the course and provide to them coaching sessions and simulation exams until they pass PBA exam.

Course Goals

- Applying knowledge on virtual projects to ensure deep understanding.
- Linking BA knowledge with real world projects.
- Preparation for PBA® certificates.

Course Topics:

- Business Analysis Introduction.
- Business Analysis schools.
- Need Assessment.
- Business Analysis Planning.
- Practical Work (1).
- Business Analysis Executing.
- Monitoring & Traceability and Change Management.
- Validation & Evaluation.
- Practical Work (2).
- PBA exam preparation plan.

Aligned with:

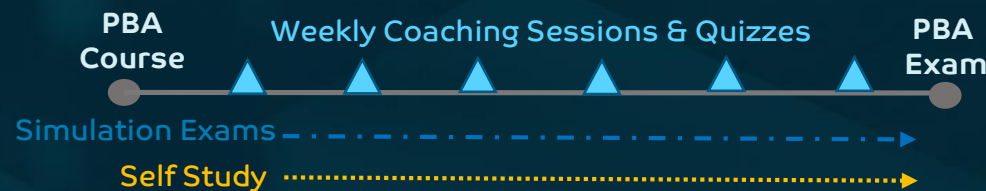


Talent Square® field:
Project Management

Course duration
7 days (classroom)
35 PDUs

Public Course fee
SR 4500 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training



Portfolio & Program Management Professional PfMP® - PgMP®

This program gives overall understanding for the skills and practices needed to manage portfolios and programs and how they work together to achieve strategic goals.

Course Goals

At the end of this program , trainees will be able to :

- Understand the relation between project, program and portfolio.
- Plan and execute benefit management plan.
- Leading or participating in the alignment activities between strategy and program and portfolios.

Course Topics:

Introduction

- What's the 3 Ps (Project, Program, Portfolio)
- What's the organization strategy.
- Roles of the Project/Program/Portfolio Manager
- Relation between the 3 Ps

Strategy Alignment

- Program / Portfolio alignment
- The benefits of the alignment

Program management process group

- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitor & Control Process Group
- Closing Process Group

Portfolio management process group

- Aligning Process Group
- Monitoring and Controlling Process Group

Governance

- Program Governance
- Portfolio Governance

PMO Model and how it will link to the 3 Ps



Talent Square® field:
Advanced Project Management

Course duration
5 days (classroom)
25 PDUs

Public Course fee
SR 4800 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Aligned with:



Change Management Fundamentals

This program is one of the main courses delivered in organizations as part change management awareness efforts, it can be a lone or included in general excellence awareness sessions including also project management, strategy, KPIs, quality ... etc.



Our program following the Standard for Change Management published by the Associate of Change Management Professionals (ACMP), FLORIDA, USA.

Course Goals

By the end of this workshop, participants will be able to:

- Understand the fundamentals of change management processes.
- Participate successfully in organizational change management efforts.

Course Topics:

- Change management concept.
- The benefits of change management.
- Change resistance causes.
- Organizations strategies toward change management.
- Change management relation with strategic management.
- Relationship to Project Management
- The successful change management skills.
- Stakeholder management and communication plans.
- Types of Organizational Change
- Organizational Change and Individual Change
- Change Management Roles and Responsibilities
- Organizational Alignment and Change Management
- Change Management Process



Talent Square® field:
Change Management

Course duration
2 days (classroom)
16 PDUs

Public course fee
Not Available

Private course fee
Get your proposal from:
www.excellencelearning.com/ask-for-private-training

Certified Change Management Practitioner CCMP®

Our change management course designed to help the participant to lead successful change in the organization, dealing with change resistance and manage stakeholder's influences by understanding change management processes and tools according to best practices.



Our program following the Standard for Change Management published by the Associate of Change Management Professionals (ACMP), FLORIDA, USA.

Also this program will prepare participants for CCMP® exam.

Course Goals

By the end of this workshop, participants will be able to:

- Prepare for CCMP® Exam.
- Enhance their abilities to lead changes in their organizations.
- Able to assess required changes.
- Deal with change resistance.
- Influence stakeholders' impact.

Course Topics:

- Change management concept.
- The benefits of change management.
- Change resistance causes.
- Organizations' strategies toward change management.
- Change management relation with strategic management.
- Relationship to Project Management
- The successful change management skills.
- Stakeholder management and communication plans.
- Organizational Change and Individual Change
- Organizational Alignment and Change Management
- ACMP's Change Management Processes
 1. Evaluate Change Impact and Organizational Readiness
 2. Formulate the Change Management Strategy
 3. Develop the Change Management Plan
 4. Execute the Change Management Plan
 5. Complete the Change Management Effort
- Change Management Models.
- PROSCI® & ADKAR® Change Management Model



Talent Square® field:
Change Management

Course duration
5 days (classroom)
25 PDUs

Public course fee
SR 4000 (excl. VAT)

Private course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Quality Management Fundamentals

This program is one of the main courses delivered in organizations as part of quality management awareness efforts, it can be a lone or included in general excellence awareness sessions including also project management, KPIs, change management... etc.

This course designed based on Total Quality Management TQM principle.

Course Goals

After the 3 days course, the participant will be able:

- Learn the basic concepts, techniques and tools used in quality management.
- Identify key concepts and useful tools for effective information management.
- Apply statistical analysis and data interpretation tools commonly used in performance improvement.

Course Topics:

- **Quality and Information Management**
 - Quality Management Philosophy
 - Aspects of Quality
 - Quality Dimensions
 - Quality Management Pioneers
 - Performance Improvement Tools
 - Introduction to Statistics
- **Performance Improvement**
 - Quality Performance Improvement Model
 - Performance Measures
 - Benchmarking
- **Leadership and Management**
 - Organization as Complex Adaptive System
 - Strategic Planning for Quality
 - Accreditation and Continuous Readiness



Talent Square® field:
Quality Management

Course duration
2 days (classroom)
16 PDUs

Public Course fee
Not Available

Private Course fee
Get your proposal from:
www.excellencelnr/ask-for-private-training

Lean and Six Sigma Green Belt

This course designed to present lean and 6 sigma green belt, in this course percipients will learn the main skills and knowledge areas needed to improve quality in the organizations.

Course Goals

At the end of this course, participant will be able to:

- Function as a member of a six sigma project team
- Lead and start a process-level improvement project
- Collect process data and develop process maps
- Design simple experiments and/or implementation plans that help validate improvement options
- Eliminate waste and defects by applying lean and six sigma
- Collect, analyze, and quantify data that enable process improvements
- Learn and understand how to use the six sigma methodology.
- Work with process owners to ensure process gains are achieved

Course Topics:

- Introduction to Six Sigma, Roles and Responsibilities
- Define Phase Introduction
- SIPOC, Project Charter, CTQ, Kano Analysis
- Project selection by group and application of Define Tools
- Change Management and Stakeholder Analysis
- Introduction to Measure Phase (Data Collection)
- Baseline Sigma Calculation
- Introduction to Analyze Phase ((VA, NVA, Process Mapping, Lean Tools)
- Cause and Effect Diagram / Matrix, Pareto Analysis (with exercise)
- Introduction to Improve Phase, Control Phase
- Measure Phase Details, Metrics, Measurement System Analysis
- Lean Principles, JIT, VSM, MUDA, Detailed Analyze Phase(Introduction to Minitab)
- Minitab Analysis (Graphical Analysis, Box Plots, Scatter Plots, Pareto)
- Improve Phase(FMEA with exercise)
- Brainstorming Techniques and Pilot
- Benchmarking, 6-3-5, Pugh Matrix,
- 6 Hats Techniques, Control Phase Details
- 5 S, Poka Yoke
- Control Charts(Xbar-R, X-MR, p, np, c, and u charts)
- Presentation of Sample Projects from different companies
- Presentation of group projects and wrap up
- Preparation for Examination
- Certification Examination



Talent Square® field:
Quality Management


Course duration
5 days (classroom)
25 PDUs

Public Course fee
SR 4000 (excl. VAT)

Private Course fee
Get your proposal from:
www.excellenceln/ask-for-private-training



 info@excellencelrn.com

 0550994669

 Excellence Learning

 www.excellencelrn.com

 ExcellenceLrn

 @Excellencelrn