

Fw: Project Portfolio and Contract Management Masterclass (Sheraton Hotel , KL)

Rungkarn Pongpopithak <rungkarnpo@nu.ac.th>
ร่างจดหมาย

26 สิงหาคม 2567 เวลา 09:50

From: "mikaela" <mikaela@mzgroupintl.com>

Subject: Project Portfolio and Contract Management Masterclass (Sheraton Hotel , KL)

Date: 22 August 2567 at 9:16:14 PM GMT+7

To: "mikaela" <mikaela@mzgroupintl.com>


คุณไม่ได้รับอีเมลจาก mikaela@mzgroupintl.com บ่อยนัก เรียนรู้สาเหตุใดจึงมีความสำคัญ


มหาวิทยาลัยนครสวรรค์
0663
รับที่
วันที่ 26 ส.ค. 2567 เวลา 10:30

MZ GROUP **MASTERCLASS WITH AMIR MOUSA** TOP TALKER


1 MASTERING PROJECT PORTFOLIO MANAGEMENT
(7-8 OCTOBER 2024)

2 EFFECTIVE CONTRACT MANAGEMENT
(9-10 OCTOBER 2024) 9.3-9.5/10 Good Rating

 **Trainer: AMIR MOUSA**
CIA, CRMA, CFE

 **SHERATON IMPERIAL HOTEL**
KUALA LUMPUR

Limited to 35 Seats per class

 **Local - +60109154521 (Sebastian) / +60182000262 (Steven)** **International - +601111891485 (Sanshana)**

MZ GROUP **Scan QR for full event calendar & brochures**



7 International Conference 9.3-9.5/10 Good Rating


45 Masterclass


Providing Best Venue For Participants

Contact
Local: Sebastian +60109154521
Steven +60182000262
International: Sanshana +601111891485

NEW VERSION

เอกสารแนบ 2 ฉบับ

 9-10 Oct - EFFECTIVE CONTRACT MANAGEMENT_Amir Mousa.pdf
532K

 7-8 Oct - Mastering Project Portfolio Management.pdf
857K

2. เรียน อธิการบดี

ด้วย MZ Group (Mindzallera) ขอประชาสัมพันธ์หลักสูตรฝึกอบรม Project Portfolio and Contract Management Masterclass ณ Sheraton Imperial Hotel กัวลาลัมเปอร์ ประเทศมาเลเซีย ได้แก่

1. หลักสูตรฝึกอบรม Mastering Project Portfolio ระหว่าง 7-8 ตุลาคม 2567 (รับจำนวน 35 คน/หลักสูตร)

2. หลักสูตรฝึกอบรม Effective Contract Management ระหว่างวันที่ 9-10 ตุลาคม 2567 (รับจำนวน 35 คน/หลักสูตร)

3. งานประชุมระดับนานาชาติ จำนวน 7 งาน

สำหรับ Mindzallera เป็นองค์กรที่ส่งเสริมการสร้างศักยภาพของผู้คนผ่านการศึกษาและการฝึกอบรมอันเป็นการผลักดันให้ชุมชนสามารถพัฒนาได้ทั้งในระดับบุคคลและระดับองค์กร ทั้งนี้ ผู้สนใจเข้าร่วมหลักสูตรของ MZ Group สามารถตรวจสอบรายละเอียด (MZ Group Events Calendar 2024) และค่าใช้จ่ายในการอบรมแต่ละหลักสูตรโดยสแกนจาก QR Code ที่ปรากฏข้างต้น

ประวัติโดยสังเขปวิทยากร Mr. Amir Mousa เป็นสมาชิกของสถาบันผู้ตรวจสอบภายในแห่งออสเตรเลีย เป็นทั้งผู้สอนและผู้ฝึกสอนที่มีประสบการณ์ด้านการตรวจสอบภายใน การกำกับดูแลกิจการการบริหารความเสี่ยง รวมถึงทักษะการสอบสวนการทุจริต และการจัดการสัญญา อ้างอิงข้อมูลจาก <https://www.linkedin.com/in/amir-mousa-cia-cfe-crma-b8435218/?originalSubdomain=au>

ในการนี้ กองพัฒนาภาษาและกิจการต่างประเทศ จึงเรียนมาเพื่อโปรดพิจารณา มอบกองฯ เวียนแจ้งคณะและวิทยาลัยเพื่อประชาสัมพันธ์แก่ผู้สนใจต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

ลงชื่อ

(นายจักรกฤษณ์ เฟื่องปรางค์)

ผู้อำนวยการกองพัฒนาภาษาและกิจการต่างประเทศ

วันที่ 28 สิงหาคม 67

27 ส.ค. 67

3.

(/) ดำเนินการตามเสนอ

() อื่นๆ

ลงชื่อ

(ดร.พิสุทธิ อภิขยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนครสวรรค์

วันที่ 27/8/67

Mastering Project Portfolio Management

9.3-9.5/10
Good Rating

Limited to 35 Seats per class

**Driving Excellence in Portfolio
Strategy and Execution**

7-8 October 2024
(2-day Masterclass)
Sheraton Imperial Hotel
Kuala Lumpur ★★★★★

*Breakfast, lunch and 2 tea breaks included



AMIR MOUSA
CIA, CRMA, CFE

UPCOMING EVENTS



HRD Corp Claimable

7 International Conferences

23 Masterclass

Our events take place in premier five-star venues

**Scan QR for full event calendar
and brochures**



Course Overview

This comprehensive 2-day Mastering Project Portfolio Management is designed to provide professionals with the knowledge and skills needed to effectively manage project portfolios.

Participants will gain a deep understanding of the principles and practices that drive successful portfolio management, aligning projects and programs with organizational goals, optimizing resources, and managing risks.

Through a combination of lectures, real-world examples, case studies, and group activities, attendees will learn how to strategically plan, govern, and execute project portfolios to achieve business objectives.

Objectives

- Understand how to align portfolio components with organisational strategic objectives.
- Develop skills in portfolio governance, establishing effective decision-making models.
- Gain insights into optimising portfolio performance to meet strategic goals.
- Learn to manage portfolio risks in alignment with organisational risk appetites.

Agenda Day 1

8.30 A.M – 8.45 A.M

Networking among delegates

8.45 A.M – 10.30 A.M

Session 1: Introduction to Project Portfolio Management

- Overview of Portfolio Management
- The Portfolio Life Cycle
- Differentiating Projects, Programs, and Portfolios
- Importance of Aligning Portfolios with Organizational Goals

10.30 A.M – 11.00 A.M

Tea Break

11.00 A.M – 1.00 P.M

Session 2: Portfolio Strategic Management

- Developing a Portfolio Strategic Plan
- Linking Portfolio to Business Strategy
- Balancing Short-term and Long-term Objectives

1.00 P.M – 2.00 P.M

Lunch Break

2.00 P.M – 3.30 P.M

Session 3: Portfolio Governance

- Establishing Governance Structures
- Roles and Responsibilities in Portfolio Governance
- Governance Models and Frameworks
- Performance Monitoring and Reporting Mechanisms

3.30 P.M – 4.00 P.M

Tea Break

4.00 P.M – 5.30 P.M

Session 4: Portfolio Capacity and Capabilities Management

- Assessing Organizational Capacity
- Resource Allocation and Optimization
- Capability Development and Management
- Techniques for Balancing Demand and Capacity

5.30 P.M – 5.45 P.M

- Q&A Session
- Class End

Agenda Day 2

8.30 A.M - 8.45 A.M

Networking among delegates

8.45 A.M - 10.30 A.M

Session 5: Portfolio Stakeholder Engagement

- Identifying and Analyzing Stakeholders
- Communication Strategies for Stakeholder Engagement
- Managing Stakeholder Expectations and Conflicts
- Real-world Examples of Effective Stakeholder Engagement

10.30 A.M - 11.00 A.M

Tea Break

11.00 A.M - 1.00 P.M

Session 6: Portfolio Risk Management

- Identifying and Assessing Portfolio Risks
- Risk Mitigation Strategies
- Tools and Techniques for Risk Management
- Integrating Risk Management into Portfolio Planning

1.00 P.M - 2.00 P.M

Lunch Break

2.00 P.M - 3.30 P.M

Session 7: Project Portfolio Management Process

- Step-by-step Guide to Managing a Project Portfolio
- Portfolio Selection and Prioritization
- Monitoring and Controlling Portfolio Performance
- Continuous Improvement in Portfolio Management

3.30 P.M - 4.00 P.M

Tea Break

4.00 P.M - 5.30 P.M

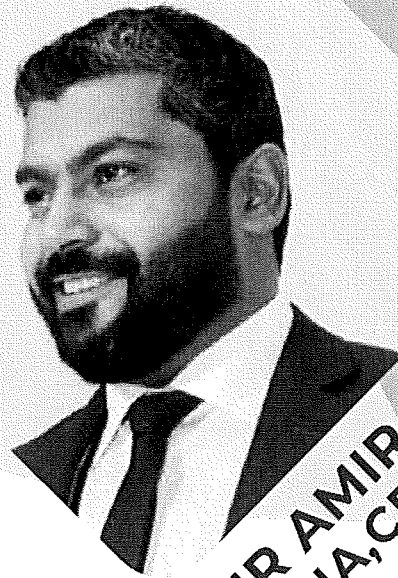
Session 8: Applying Knowledge and Networking

- Case Studies
- Group Activities and Discussions
- Latest Tools, Techniques, and Trends in Portfolio Management

5.30 P.M - 5.45 P.M

- Q&A Session
- Class End

COURSE LEAD TRAINER

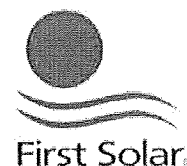
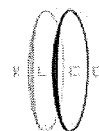
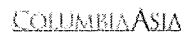
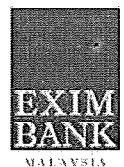
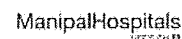
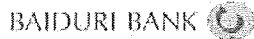
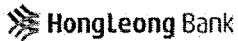


MR AMIR MOUSA
CIA, CRMA, CFE

With over 20 years of experience, Amir is a specialist in Governance, Risk, and Compliance (GRC) and Fraud Controls reviews. He has worked across various industries and is a member of the Institute of Internal Auditors, Australia. Amir holds multiple professional certifications in Internal Audit, Risk Management, and Fraud Examination.

Amir is a Subject Matter Expert (SME) in Sydney, Australia, and has extensive knowledge in different sectors such as hospitality, manufacturing, public sector, and banking.

PAST ATTENDEES



EFFECTIVE CONTRACT MANAGEMENT

LEVERAGING THE POWER OF CONTRACT
MANAGEMENT TO TRANSFORM YOUR
BUSINESS

9.3-9.5/10

Good Rating

Date :

9-10 OCTOBER 2024

Limited to 35 Seats per class

Venue :

**SHERATON IMPERIAL HOTEL
KUALA LUMPUR**



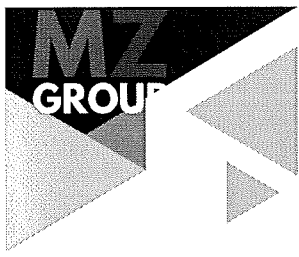
***BREAKFAST , LUNCH AND 2 TEA
BREAKS ARE INCLUDED.**



AMIR MOUSA
CIA, CRMA, CFE



Local: +60109154521 (Sebastian) / +60182000262 (Steven)
International: +601111891485 (Samsana)



UPCOMING EVENTS



HRD Corp Claimable

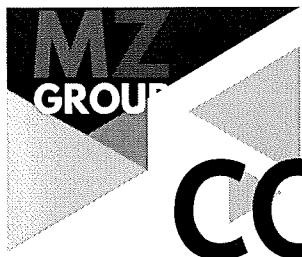
7 International Conferences

23 Masterclass

Our events take place in premier five-star venues

**Scan QR for full event
calendar and brochures**



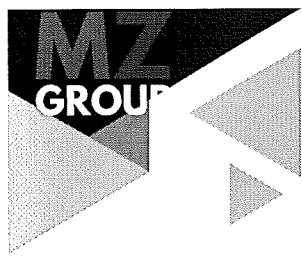


COURSE OVERVIEW

Effective Contract Management is all about navigating the intricacies of relationships and commitments between parties, especially when things don't go as planned. Understanding the principles and practices of this process helps companies maintain a clear and organized system for overseeing contracts. Our one-day masterclass covers everything from basics to pre and post-contract management, providing participants with practical tools.

Delegates will grasp the essentials of what makes a legally binding agreement and learn effective contract management approaches. The course emphasizes the importance of managing contracts, offering tools to ensure agreements meet expectations. It also guides on the proper termination of contracts, highlighting the significance of preserving relationships.

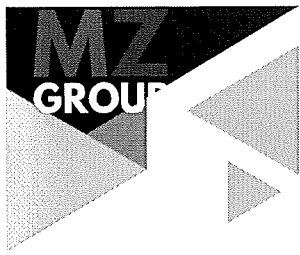
The masterclass concludes by exploring the benefits of a streamlined contract management process. Through interactive sessions and team activities, participants not only grasp the theory but also develop practical skills. Delegates will also receive a set of outsourcing-related tools to enhance their toolkit.



OBJECTIVES

- Mastering Contract Life Cycle: Learn the stages and key elements of contract management.
- Roles and Responsibilities: Understand roles, effective communication, and managing stakeholder expectations.
- Subcontractor Management: Efficiently handle subcontractors, their agreements, and performance.
- Performance Tracking: Set up metrics, use monitoring tools, and manage documentation.
- Issue Resolution: Recognize and resolve issues and disputes through effective communication.
- Insurance and Guarantees: Understand the importance and management of insurance, bonds, and guarantees.
- Payment Claims and Variations: Learn about payment processes, variations, and their impact.
- Contract Discharge and Termination: Identify steps for proper contract closure.
- Practical Application: Apply learned concepts to real-world situations through practical case studies.

By the end of the program, participants will have the skills to navigate contract complexities, ensuring smooth communication, collaboration, and problem resolution throughout the entire process.



AGENDA DAY 1

8.30am - 8.45am

Networking among delegates

8.45am - 10.30am

Session 1: Contract Life Cycle & Methodology Overview

- Understanding the contract life cycle stages
- Identifying the key elements of a contract
- Understanding the contract management methodology

10.30am - 11.00am

Tea Break

11.00am - 1.00pm

Session 2: Contract Management Responsibilities and Assignments

- Identifying contract management roles and responsibilities
- Understanding the importance of effective communication and collaboration
- Managing stakeholder expectations

1.00pm - 2.00pm

Lunch

2.00pm - 3.30pm

Session 3: Dealing with Subcontractors

- Identifying subcontractor management responsibilities
- Understanding subcontractor agreements and obligations
- Managing subcontractor performance

3.30pm - 4.00pm

Tea Break

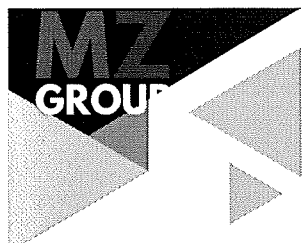
4.00pm - 5.30pm

Session 4: Tracking Performance and Handling Correspondences

- Setting up performance metrics and monitoring tools
- Handling correspondences and maintaining proper documentation

5.30pm - 5.45pm

- Q&A Session
- Class End

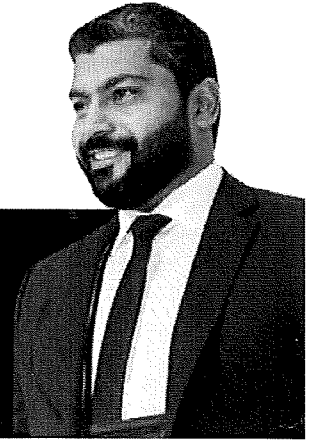


AGENDA DAY 2

8.30am - 8.45am	Networking among delegates
8.45am - 10.30am	Session 5: Managing Issues and Disputes <ul style="list-style-type: none">• Identifying issues and disputes• Implementing a dispute resolution process• Mitigating disputes through effective communication
10.30am - 11.00am	Tea Break
11.00am - 1.00pm	Session 6: Insurances, Bond sand Guarantees <ul style="list-style-type: none">• Understanding the importance of insurance, bonds and guarantees• Identifying different types of insurance and bonds• Managing insurance, bonds and guarantees effectively
1.00pm - 2.00pm	Lunch
2.00pm - 3.30pm	Session 7: Managing Payment Claims and Variations <ul style="list-style-type: none">• Understanding the payment claim and variation process• Managing payment claims and variations efficiently• Identifying the impact of variations on contract performance
3.30pm - 4.00pm	Tea Break
4.00pm - 5.30pm	Session 8: Contract Discharge & Termination Types and Close-Out Process <ul style="list-style-type: none">• Identifying the steps involved in the contract close-out process• Managing contract close-out efficiently• Practical Case Studies: Analyzing practical case studies related to contract management issues and applying learned concepts and strategies to resolve them effectively.
5.30pm - 5.45pm	<ul style="list-style-type: none">• Q&A Session• Class End

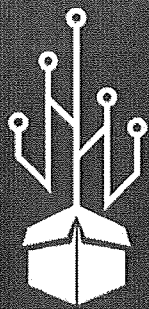
COURSE LEAD TRAINER

MR AMIR MOUSA
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With over 20 years of experience, Amir is a specialist in Governance, Risk, and Compliance (GRC) and Fraud Controls reviews. He has worked across various industries and is a member of the Institute of Internal Auditors, Australia. Amir holds multiple professional certifications in Internal Audit, Risk Management, and Fraud Examination.

Amir is a Subject Matter Expert (SME) in Sydney, Australia, and has extensive knowledge in different sectors such as hospitality, manufacturing, public sector, and banking.



ABOUT MINDZALLERA



Mindzallera is a young and vibrant company that aims to provide top quality, best training programs and conferences to corporate and businesses in Malaysia. We are HRDF-approved and recognize the human element in the development of any business. Our company will embark on this journey together as we provide the best training program, locally and overseas, with the best price in town to be delivered to the company's staff. Progression in each of these training programs will be our milestone of achievement and will move the business and staff's capability to higher heights.



We've had excellent feedback on our series of workshops to delegates to adapt to new circumstances and align with new goals. Every workshop delivers best practices, real-world examples and recommendations based on our leaders' deep understanding of the challenges you face every day. Each is completely customizable to meet your organization's unique needs and challenges.

OUR MILESTONE

7300+

DELEGATES SINCE 2021

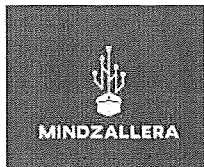
250+

CONDUCTED EVENTS

870+

COMPANIES PARTICIPATED

VISIT US: WWW.MINDZALLERA.COM



REGISTRATION FORM

EFFECTIVE CONTRACT MANAGEMENT

9-10 OCTOBER 2024

WORKSHOP FEES

☐ **RM3500 per pax** (without hotel accommodation)

☐ **RM3998 per pax** (including ONE (1) night hotel accommodation)

PRICES ARE INCLUSIVE OF 8% SST



HRDC CLAIMABLE

(SBL - KHAS)

MYCOID: 1407250T

VENUE

SHERATON IMPERIAL HOTEL KUALA LUMPUR

METHOD OF PAYMENT

Payable by Cheque to: **Fresh Upskills Training Sdn Bhd**

Bank Transfer:

Payment by bank transfer should be made to:

HONG LEONG BANK

Ground Floor(Lot G3), Menara Raja Laut,
No, 288, Jalan Raja Laut, 50400 Kuala Lumpur

Account Name : **Fresh Upskills Training Sdn Bhd**

Account No : **331 000 774 59**

Swift Code : **HLBBMYKL**

2 EASY WAYS TO REGISTER

By email : registration@mindzallera.com
(Email your scanned Registration Form)

By Post : 33-05, Binjai 8, No. 2, Lorong Binjai,
50450, Wilayah Persekutuan Kuala Lumpur

M: +60109154521 (Sebastian)
+60182000262 (Steven)

CANCELLATION

Substitutions are welcome at any time. Please notify us at least 3 working days prior to the event.

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FRESH UPSKILLS TRAINING SDN BHD reserves the right to cancel or alter the content and timing of the program or the identity of the speakers for reasons beyond its control.

ORGANISATION DETAILS

Please write registered company name and address.

Name: _____

Address: _____

Postcode : _____

Tel : _____

Fax : _____

DELEGATE DETAILS

Please write full name as per IC / Passport.

Name: _____

Job Title: _____

Dept: _____

Email: _____

Mobile No.: _____

Please write full name as per IC / Passport.

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Name: _____

Job Title: _____

Dept: _____

Email: _____

Mobile No.: _____

AUTHORISATION

Signatory must be authorised to sign on behalf of the contracting organisation

Name: _____

Job Title: _____

Dept: _____

Telephone: _____ Mobile : _____

Email: _____

Signature: _____

INVOICE

The Invoice should be directed to [] Mr [] Ms [] Dept:

Name: _____

Designation : _____

Dept: _____

Telephone: _____ Extension: _____

Email: _____

FOR OFFICE USE

Project Manager: **Sebastian**

Event code :

Date received : _____

Verified by : _____



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HRDC CLAIMABLE

(SBL - KHAS)

MYCOID: 1407250T

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Account No : **331 000 774 59**

Swift Code : **HLBBMYKL**

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Dept: _____

Email: _____

Mobile No.: _____

Please write full name as per IC / Passport.

Name: _____

Job Title: _____

Dept: _____

Email: _____

Mobile No.: _____

AUTHORISATION

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Name: _____

Job Title: _____

Dept: _____

Telephone: _____ Mobile : _____

Email: _____

Signature: _____

INVOICE

The Invoice should be directed to [] Mr [] Ms [] Dept:

Name: _____

Designation : _____

Dept: _____

Telephone: _____ Extension: _____

Email: _____

FOR OFFICE USE

Project Manager: **Sebastian**

Event code : _____

Date received : _____

Verified by : _____