



安讯教育与科技有限公司
Axon Consultancy Sdn Bhd

HIGH-IMPACT PROJECT MANAGEMENT MASTERY PROGRAMME

Plan Smarter, Execute Stronger, Deliver Better

TRAINING DETAILS

10TH TO 11TH October 20225

Duration : 2 Days

Training Hour : 9am to 5pm

RECOMMENDED PARTICIPANTS:

- Project leaders & team members
- Professionals seeking to enhance their skills and knowledge to navigate the complexities of modern projects, improve communication and collaboration, manage risks, and ultimately deliver successful outcomes



Axon Consultancy Sdn. Bhd.

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,
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COURSE INTRODUCTION:

In today's fast-evolving business environment, effective project management is no longer optional—it is essential. [High-impact project management mastery program] equips participants with proven project management techniques aligned with global best practices (PMBOK®, Agile, Lean) to manage scope, schedule, cost, risks, and stakeholder engagement more effectively. This course is tailored for project leaders, team members, and professionals seeking to enhance their execution capabilities.

COURSE OBJECTIVES:

- Understand the project lifecycle and process groups
- Define project scope, objectives, and success criteria
- Develop effective project plans and schedules
- Identify, assess, and manage project risks
- Allocate resources and manage budgets
- Monitor and control project progress
- Communicate effectively with stakeholders
- Apply leadership skills in managing teams
- Execute change control and handle project closure
- Align project outcomes with business objectives

COURSE FOCUS AREAS:

- Project Planning & Initiation
- Work Breakdown Structure (WBS)
- Stakeholder & Communication Management
- Risk, Budget & Resource Control
- Leadership in Project Teams
- Tools & Templates for Execution
- Change & Closure Processes



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LEARNING OUTCOMES:

Upon Completion, Participants will be able to :

- A. Gain end-to-end understanding of project management processes
- B. Apply structured planning and execution tools
- C. Make informed decisions during uncertainty and risk
- D. Manage cross-functional teams more effectively
- E. Deliver project outcomes aligned with business KPIs

TRAINING METHODOLOGY:

Venessa's training methodology for High-impact Project Management Mastery Program is designed to create a dynamic and impactful learning experience that transforms participant into cohesive, motivated, and high-performing units. Her approach is characterized by the following key elements:

- Interactive Lectures with Real-life Case Studies
- Group Discussions & Brainstorming
- Simulation Activities
- Hands-on Tools Application (Gantt Chart, WBS)
- Project Canvas & Planning Worksheets
- Reflective Learning & Group Presentations



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COURSE OUTLINE:

Day 1: Planning & Structuring for Success

Module 1: Fundamental in Project Management

- Definition and Importance of Project Management
- The Five Process Groups (Initiation to Closure)
- Project vs Operations
- Traditional vs Agile vs Hybrid Approaches
- Key Success Factors in Project Execution
- The Role of a Project Manager

Module 2: Project Charter, Scope & Stakeholders

- Components of a Project Charter
- Establishing SMART Goals & Objectives
- Defining Scope vs Deliverables
- Stakeholder Identification & Prioritization
- Power-Interest Grid Mapping
- Communication Expectations with Stakeholders

Module 3: Project Planning & Work Breakdown Structure (WBS)

- Planning vs Execution: Why Plans Matter
- Developing a Work Breakdown Structure (WBS)
- Task Dependencies & Sequencing
- Estimating Task Durations
- Milestone Identification
- Hands-on WBS Planning Activity

Module 4: Budgeting & Scheduling Techniques

- Cost Estimation Techniques (Top-down, Bottom-up)
- Creating a Basic Budget Plan
- Introduction to Scheduling Tools (Gantt Chart, CPM)
- Critical Path Method (CPM) Explained
- Allocating Resources Efficiently
- Balancing Time-Cost-Scope Triangle (Project Constraints)



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Day 2: Execution, Monitoring & Delivery

Module 5: Risk Identification & Mitigation Plans

- What is Project Risk? Types of Risks
- Risk Identification Techniques (Brainstorming, SWOT)
- Creating a Risk Register (Likelihood & Impact)
- Risk Response Strategies (Avoid, Mitigate, Accept)
- Monitoring Risk Triggers
- Risk Management Plan Template & Practice

Module 6: Team & Leadership in Projects

- Defining Roles and Responsibilities (RACI Matrix)
- Key Skills of an Effective Project Leader
- Team Dynamics: Stages of Team Formation
- Motivating & Influencing Teams
- Conflict Management in Project Teams
- Communication & Delegation Strategies

Module 7: Monitoring, Reporting & Control

- Project Monitoring vs Project Control
- Key Performance Indicators (KPIs) & Metrics
- Reporting Tools: Dashboards, Status Reports
- Managing Change Requests (Change Log Template)
- Version Control & Documentation
- Escalation Pathways and Threshold Management

Module 8: Project Closure & Lessons Learned

- Project Closure Checklist
- Deliverable Acceptance & Final Handover
- Celebrating Success: Stakeholder Recognition
- Post-Implementation Review (PIR)
- Capturing Lessons Learned • Archiving Project Documents & Reports





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Trainer Profile

Venessa Chai pursuing her Doctorate Degree of Business Administration in UNITAR International University since 2023 to present. Currently in progressive with Dissertation academic paper writing, target obtain the Doctorate Degree in 2027. The latest academic qualification for her which is awarded MBA Degree in University of East London, United Kingdom since 2021.

She had 8 Years working experiences in Insurance industry with ING Insurance during the year 2004 - 2011 in position began from product advisor to group sales manager. In Year 2009, she started her real estate career pathway as part time and turned to full-time career in Year 2012.

She established her own Real Estate Agency - Landers Real Estates in 2014, thus she had plenty experiences how to run the operation, management, talent management in Real Estate industry. She graduated from the Executive Diploma in Real Estate program with UCSI College, Damansara Utama in Year 2019 to gain her real estate license. Currently, she is Probationary Estate Agent (PEA3696), the active member by Board of Valuer, Appraiser and Estate Agent Malaysia (BOVAEP) since 2023.

Therefore, she is servicing in MCentury Properties Sdn Bhd Real Estate Agency as her PEA journey since 2023 cum Real Estate Industry In-House master trainer. She has more than 16 years real estate sale and marketing experiences in Malaysia and China property developer's new projects and sub-sale properties which included residential, commercial, industrial and land deals.

Previously, She also a group leader with leading more than 100 manpower for strategic talent management experiences. She also strength in new project marketing dealing experiences with more than 30 local and oversea property developers.

She started her training and coaching pathway in real estate industry since Year 2016. She is expert in various programs design in real estate topics. Currently, she has designed her unique real estate program which is Real Estate Career Awareness Course to new school leavers and Executive Degree in Real Estate Mastery Skills program to existing real estate agent who intend to elevate their soft skills in collaboration with SEGI College.

She also a founder and master trainer of her own training academy - Bigastrong Academy.

Based on her education qualifications and working experiences, she has her enthusiasm to share more theories, practical skills, real life cases and working experiences to her target audiences.

Thus, started from the year 2024, she became a contents creator to design more training topics related to sales and marketing strategies, effectiveness in sales performances program, Business Model Canvas, Leadership, Recruitment, Talent Management, Team Building Activities Design, Winning Attitude Program and more topics are upcoming soon.

Finally, she also a book author and pending publishing her books soon with the book name <I enjoying the B20 Lifestyles with my T20 Incomes> and <Fearless work in Real Estate> (Book title names To Be Confirm and May Align).



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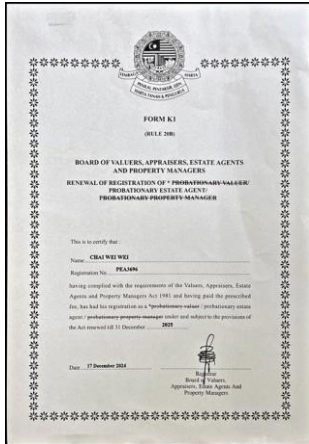
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Trainer Qualification Certificates



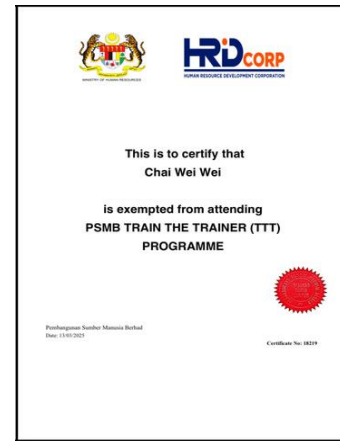
PEA FORM K1
by BOAVEP



INTERNATIONAL CERTIFIED PROFESSIONAL
TRAINER
by IPMA, UK



CERTIFIED PROFESSIONAL
TRAINER
by IPMA, UK



HRD CORP EXEMPTION TRAINER
by HRD CORP MALAYSIA



HRD CORP ACCREDITED
TRAINER
by HRD CORP MALAYSIA

- Pursuing DBA (Doctor of Business Administration) with UNITAR International University
- MBA, International Business (Master of Business Administration in University of East London, UK)
- BA (Hons) in Marketing (SEGI University & College)
- EDRE (Executive Diploma in Real Estate, UCSI College)
- PEA (Probationary Estate Agent - PEA3696), member of The Board of Valuers, Appraisers, Estate Agents and Property Managers Malaysia
- International Certified Professional Trainer, (IPMA), UK
- HRD Corp Accredited Trainer
- Co-founder of Bigstrong Academy
- Real estate industry in-house trainer
- More than 15 years real estate and property sales and marketing experiences
- Specialize in Team Building Planning, Sales, Marketing, Leadership, and Management Training
- Record-Breaker in Personal and Group Sales Award and Consistent Overseas Incentives Contest Qualifier
- Motivational speaker
- Book Author



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