

## HR Plus Series – Essential Project Management Skills for Non Project Managers

4 November 2011, Friday | 9:00am to 5:00pm | SHRI @ The Verge, TR 3

In a fast changing and complex business world, specialist and line managers are required to participate in cross functional projects or even lead business projects. This programme will equip them with core knowledge and understanding of critical Project Management concepts, principles and techniques. This session is suitable for frontline supervisors, line managers, HR managers who lead projects and project team members who are required to utilise core skills in managing a project.

### Course Objectives

- Be responsible for all aspects of the project in relation to other stakeholders
- Contribute effectively in cross-functional teams to deliver project results
- Demonstrate sufficient knowledge and experience to apply a systematic approach to project performance
- Complete work on time and on budget in an environment which reinforces alignment with organizational business priorities.
- Identify, assess and manage risks throughout the project
- Apply leadership skills to steer the project to successful accomplishment

### About the Speaker:

Arnold Chan has over 20 years of organization development critical experiences while working in both the public sector and global organisations with a strong Pan Asian presence. He led several strategic initiatives ranging from HR transformation, Talent Management to M&A HR integration in this region.

While at Standard Chartered Bank, he was a lead facilitator for their global leadership and talent / succession planning programmes. Arnold was instrumental in spearheading key talent management programmes which led Standard Chartered Bank to win the prestigious Asia Human Capital Award for Talent Management and Retention in 2010.

Prior to that Arnold was the Vice President for Learning & Performance at DBS. While at Fuji Xerox, Arnold became the first HR Manager to ever win the prestigious Fuji Xerox Asia Pacific President's Award.

At the national level, Arnold contributes actively to assessing and judging companies for their HR excellence, including the Singapore HR Award.

### Programme

8.30am	Registration & Light Breakfast
9.00am	Start of Session
10.30am	Tea Break
12.00pm	Lunch
1.00pm	Workshop resumes
3.30pm	Tea Break
4.30pm	Q & A
5.00pm	End

**RESPONSE SLIP – By 31 October 2011, Monday**

(HR Plus Series – Essential Project Management Skills for Non Project Managers – 4 Nov)  
Kindly fax to +65 6299 4864 and attention to Stella Rozario

Name (Mr/Ms/Mrs/Prof/Dr) \_\_\_\_\_

Designation \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**All correspondence will be made via email - please write clearly.**

Organisation \_\_\_\_\_

Address \_\_\_\_\_

SHRI / SPEC Mbr (# \_\_\_\_\_)  Public

Signature \_\_\_\_\_ Date \_\_\_\_\_

- ▲ Fees: SHRI Member / Corporate Friend: S\$535.00  
Public: S\$749.00  
(Fees include 7% GST)

Registration | please contact Stella Rozario at [stella@shri.org.sg](mailto:stella@shri.org.sg)

Enquiries | please contact Gina Woon at [gina@shri.org.sg](mailto:gina@shri.org.sg)

- ▲ As seats are limited, a no-show fee of S\$100 will be imposed on individuals who registered but fail to turn up for the event.
- ▲ A maximum of \$100 worth of SHRI Learning Vouchers may be utilized for this event.
- ▲ Seats will be reserved only upon receipt of registration form. A confirmation note will be sent to you within 2 days. Please make payment to **SHRI CORP** and indicate your company name, participant name and event title at the back of your cheque.
- ▲ SHRI reserves the right to cancel, change event dates, time, fees and trainers that could occur due to unforeseen circumstances.