



PM-Greece (an IPMA National Member Association)
31, Kanigos st., 106 82 Athens, Greece

<http://www.training.pmgreece.gr>

Seminar: *Certification Coaching IPMA Level D*

Hellenic American Union, (22, Massalias st., Athens) - Friday 14 November 2008, 09.00-17.00

This is a self-contained preparation seminar for people who have attended other training seminars and/or followed a programme of self-study and/or feel that they need additional coaching. The seminar aims to prepare IPMA Level D candidates to take successfully the certification exam by providing in depth hands-on coaching on the second part of the examination (*Case Study or PM Application*) where more applicants face difficulties.

This is not an introductory seminar! Attendants should be familiar with PM Baseline and relevant literature and should already be prepared to take Part A (*multiple response test*) of the certification examination. By attending this seminar, they will be able to discuss certain difficult subjects, get authoritative answers for their questions and prepare for the second part of the examination (*Case Study or PM Application*).

The seminar is recommended by PM-Greece for all IPMA Level D certification applicants.

One full-day seminar	From 09:00 to 17:00	
Agenda		
• Introduction - Course objectives, non objectives, Certification process	Trainer	9.00 - 9.30
• Input: Project objectives, Project Environment analysis • Presentation of cases	Trainer	9.30 - 10.15
• Input: Work breakdown structure, Presentation of cases	Trainer	10.15 -10.45
• Break	All	10.45 -11.00
• Input: Milestone plan, Presentation of cases	Trainer	11.00 - 11.30
• Input:Organizational Chart, Presentation of cases	Trainer	11.30 - 12.00
• Lunch break	All	12.00 - 13.00
• Input: Cost plan, Presentation of cases	Trainer	13.00 - 13.30
• Exam simulation part 1, Questions and answers	Trainer	13.30 - 14.30
• Break	All	14.30 -14.45
• Exam simulation part 2 • Presentation of possible solutions, questions and answers, reflection	Trainer	14.45 -16.45
• Close down, fit for certification documents		16.45 - 17.00

Please note:

- **This seminar is fully booked.** No additional applications are accepted
- The seminar will be given by a **foreign instructor** and it will be in English.
- If the seminar is cancelled for any reason, you are entitled to a full refund of the payment received by PM-Greece.
- Any previous versions of this document are void as they have been superseded by this version.

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