



Go Beyond the Average.
Learn to Reach Each Learner.



PROJECT MANAGEMENT EXCELLENCE: STRATEGIES FOR SUCCESS

29-30 Sep 2025 | 9.00AM - 5.00PM | MEFA Training Center, PJ

Objectives

The objective of this training is to develop the skills and knowledge required to achieve excellence in project management by focusing on effective planning, execution, leadership, and continuous improvement. Participants will learn best practices to deliver successful projects that align with organizational goals, meet stakeholder expectations, and drive sustainable results.

Who Should Attend

- Project Managers
- Team Leaders and Supervisors
- Aspiring Project Managers
- Functional Managers & HODs

Learning Outcomes

- Plan Projects Effectively – Learn how to set clear goals, timelines
- Manage Risks and Changes – Understand how to identify challenges & adapt to changes
- Lead Teams with Confidence – Gain skills to motivate teams, communicate clearly & resolve conflicts.
- Deliver High-Quality Results – Focus on meeting deadlines, budget, satisfying stakeholders.

RM 1,800*

(Price Inclusive of 8% SST)

*Course fee
is claimable
under HRDC

Course Registration



<https://forms.office.com/r/xcsvpaktD4>



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Course Structure

Time	Agenda – Day 1
08.30am	Registration
09.00am	Module 1: Introduction & Foundations of Project Management Excellence
10.30am	Tea break
10.45am	Module 2: Effective Resource and Budget Management
01.00pm	Lunch break
02.00pm	Module 3: Strategic Project Planning and Scheduling
03.30pm	Tea break
03.45pm	Module 4 : Risk Management , Quality Control & Problem Solving
05.00pm	End of Day 1

Time	Agenda – Day 2
08.30am	Registration
09.00am	Module 5: Leadership, Effective Communication & Team Management
10.30am	Tea Break
10.45am	Module 6: Stakeholder Engagement & Communication
01.00pm	Lunch Break
02.00pm	Module 7 : Project Execution, Monitoring & Closure
03.30pm	Tea Break
03.45pm	Module 8: Evaluation, Continuous Improvement & Lesson Learn
05.00pm	End of Workshop

Trainer Profile



EMMA LEE

Emma holds a Bachelor of Commerce from Deakin University, Australia. Throughout her impressive career, Emma has collaborated with a diverse array of clients across sectors such as Colgate Palmolive, Mondelez, Tesco, Kao (Malaysia); Yamaha, Honda, Tourism Board (Japan); Amway, Netflix, Wyeth (US); Toyota (Thailand) and Teh Botol Sosro (Indonesia). In 2015, she transitioned into the creative industry by joining a production agency as Director of Operations & Client Servicing, where she developed a keen interest in commercial and film projects, alongside a talent for identifying new market opportunities.

Emma later became a pioneer at ACE Pictures, serving as Vice President of Business Affairs and establishing an office in the US. She managed business affairs in film investments, audits, and legal documentation of the Hollywood productions. Experience in leading the new venture with a focus on strategic planning and business development with her expanded expertise and leadership.

