



American  
University  
of Sharjah

AMIDEAST  
أميد إيست

Office of Enrollment Management  
Testing and Professional Development Center

Professional  
Development  
Courses

2008



November 2–6, 2008  
9:00 a.m.–5:00 p.m.  
American University of Sharjah

## About AUS-AMIDEAST Professional Development Courses

American University of Sharjah (AUS) and America-Middle East Educational & Training Services Inc. (AMIDEAST), a not-for-profit educational organization, have a strategic partnership for testing and professional training. AUS and AMIDEAST ensure that all courses comply with their high educational quality standards. Both organizations have a common goal: to provide updated and advanced courses for professionals in the Gulf region at reasonable fees.

The courses provided through this partnership are designed to satisfy the needs of professionals and organizations in both the private and public sectors. The course sessions are interesting to attend, focusing on both knowledge and practice with examples from international and local business fields. All courses are directed and delivered by well-known experienced professionals with excellent work references. Many successful courses have already taken place under this partnership, and more are coming in the near future.

In addition to the public professional development courses, AUS and AMIDEAST work closely with organizations to design executive education programs tailored to their needs.

## Project Management Professional (PMP®) course & exam preparation

Learn the most effective methods of delivering projects within cost, schedule and resource constraints

### Overview

Project management has proven to be the most effective method of delivering products within cost, schedule and resource constraints. Attaining the Project Management Professional (PMP®) designation has become a benchmark in many industries that employ project managers. This course is designed to help the students understand and master the material that is covered by the exam and provides 35 hours of training required by the Project Management Institute (PMI). The course is divided into two major areas. The first covers the nine knowledge areas defined in PMI's Project Management Framework. This includes understanding scope, schedule, budget, risk, quality, procurement, communications, human resources and project integration. The second area covers what the student needs to know to pass the PMP exam.

### Course Benefits

- Delegates who complete the course should be able to:
- list all of the knowledge areas and processes involved in projects
  - write a scope statement
  - develop a work breakdown structure for a project
  - identify the human resources required
  - estimate activity duration and create a network diagram
  - perform a project risk assessment
  - be able to monitor, control and close projects
  - pass the PMP certification exam

### Who Should Attend

- project managers
- project leaders
- team members
- professionals from various industries such as IT, construction, etc.
- managers who wish to pass the PMP exam
- anyone directly or indirectly involved with projects

### Course Director:

**Mr. Frank Parth, MS Physics, MS Systems Management, MBA, PMP**



Mr. Frank Parth is the president of a project management consulting, training and auditing company in the USA. He has provided project management services to major US companies, the US and Canadian governments, and the United Nations in locations such as Rome and Beirut. He brings 30 years of experience in project management and technology development. He has a long career in key positions in the aerospace industry and e-commerce technology. In addition to managing a project management consultancy, Mr. Parth teaches at several universities in California, including the University of Southern California, the University of California at Irvine (UCI) and Claremont Graduate University. He is actively involved in the Project Management Institute (PMI), serving on a number of committees at the local level and for PMI's Global Operations Center.

*Professional education as an investment in human capital*

November 9–11, 2008  
9:00 a.m.–5:00 p.m.  
American University of Sharjah

## Construction Project Management

Learn how to set up a construction program and organize, plan, cost, and schedule your efforts

### Overview

Even though the construction industry purchases more project management tools than any other industry, far too many construction projects run late, are over budget, or both. A project that is late or over budget will fail to meet the promised return on investment and may miss the market opportunity entirely. This course is designed to help students learn how to set up a construction program, organize, plan, cost, and schedule the efforts. Students will also learn how to identify risks and deal with contractors. The course is a combination of lectures, case studies, and exercises. Extensive use is made of real-life examples throughout the course.

### Course Benefits

Delegates who complete the course should be able to understand the eight stages of the change process, including:

- setting up the program for success
- creating the work breakdown structure
- identifying the resources required
- developing the schedule
- costing and budgeting the program
- controlling and managing the program
- controlling and managing changes

### Who Should Attend

- planners
- schedulers
- procurement staff
- site superintendents
- project control staff and managers
- cost estimators
- project coordinators
- project managers

### Course Director:

**Mr. Frank Parth, MS Physics, MS Systems Management, MBA, PMP**



Mr. Frank Parth is the president of a project management consulting, training and auditing company in the USA. He has provided project management services to major US companies, the US and Canadian governments, and the United Nations in locations such as Rome and Beirut. He brings 30 years of experience in project management and technology development. He has a long career in key positions in the aerospace industry and e-commerce technology. In addition to managing a project management consultancy, Mr. Parth teaches at several universities in California, including the University of Southern California, the University of California at Irvine (UCI) and Claremont Graduate University. He is actively involved in the Project Management Institute (PMI), serving on a number of committees at the local level and for PMI's Global Operations Center.

November 12–13, 2008  
8:30 a.m.–3:30 p.m.  
American University of Sharjah

## Management Essentials

Master the competing demands of technical, interpersonal and administrative expertise

### Overview

The quality of management is a key variable in achieving organizational success. A successful manager must be able to balance the competing demands of technical, interpersonal and administrative expertise in order to ensure both efficiency and effectiveness while working with individuals who possess a variety of skills, personalities and interpersonal styles. The purpose of this program is to develop qualities that respond to such demands.

### Course Benefits

- The roles and responsibilities of managers: Performance expectations, key themes and trends of today's organizations, understanding the effect of work climate on communication, organizational communication modes and systems etc.
- Building work relationships: Key interpersonal skills for developing high quality work relationships, building trust with employees, working effectively with other supervisors and managers, leadership and empowerment, etc.
- Performance management: The focus and elements of performance management, setting the stage for effective performance management, understanding motivation, observation vs. inferences, etc.
- Developing performance coaching skills: Characteristics of high-performance coaches, coaching and counseling, conflict resolution preference, action planning, etc.
- Managing organizational change: Resistance factors, evolutionary vs. revolutionary change, variable parameters of change, learning from experience, etc.

### Who Should Attend

- all staff in an organization at the supervisory, managerial and leading levels
- project managers
- anyone who aims to become a manager/ team leader

### Course Director:

**Mr. John W. Mc Kissick**



Over the last thirty years, Mr. John Mc Kissick has worked as a manager, consultant and university lecturer in management, executive and organization development. He has designed and delivered interventions to improve effectiveness in industrial, service, educational and government organizations in the United States, Canada, Mexico, Colombia, Ecuador, Brazil, the United Kingdom, Germany, Egypt and Kuwait. These interventions have addressed the practical challenges of managing in increasingly volatile market environments, from the formulation of strategy through action planning for implementation and evaluation. Major areas include process improvement, leadership and executive development, strategic planning, change management, strategic human resource management, team development, performance management, and career development.

November 20, 2008  
9:00 a.m.–5:00 p.m.  
American University of Sharjah

## Green Building / LEED® AP Preparation

Be among the first to master the new green building mandates in the region

### Overview

Green buildings respect the environmental impacts of the extraction of materials and processes related to their construction and operation. They deliver cost savings and improved value to their owners and provide healthy indoor environments for the people who live and work in them. New green building mandates in the region have provided the high-level support needed for improving design, construction practices and building performance. Building professionals in the UAE are challenged to deliver sustainable buildings in a harsh climate that meet increasingly tougher energy and water efficiency requirements. Developers and owners are not only attracted to the operational savings on their investment but also to the reduced impact on the environment that can be achieved through green buildings.

### Course Benefits

- Green/high performance/sustainable buildings
- State of the UAE
- Building sustainability rating systems
- LEED for new construction version 2.2 rating system
- LEED accreditation process and exam
- Links for further study and resources

The course will also cover topics such as energy and financial performance of LEED and high performance buildings, introduction to the U.S. Green Building Council (USGBC) and EGBC, discussion of regulations and requirements in the UAE, and successful strategies for high performance buildings in the Emirates.

### Who Should Attend

- Industry professionals, particularly those seeking to become a LEED Accredited Professional (AP), including:
  - Developers
  - Building Owners
  - Architects
  - Engineers
  - Contractors
  - Consultants
  - Environmental, health and safety managers
  - Sustainability managers

### Course Director:

**Ms. Margaret Cederoth**



Ms. Margaret Cederoth is an urban planner with nearly a decade of experience working in the areas of transportation and sustainability planning, land use, and international planning. She has been with Parsons Brinckerhoff since 2002, working on sustainability strategies for transportation infrastructure projects, new transit planning and funding submittals, master planning infrastructure programs, LEED® evaluation of infrastructure projects, environmental planning and NEPA documentation, as well as international urban development throughout North Africa and the Middle East. Ms. Cederoth currently works in Abu Dhabi as part of the project management team for the Masdar Institute of Science and Technology in Masdar City. As the sustainability manager, she has developed sustainability strategies and implementation plans and works on site with contractors implementing new green building and carbon-neutral practices. She also liaises with PB projects in the UAE, training PB

project staff on green building rating systems and practices. She is active with the National Capital Chapter of the US Green Building Council, and is a LEED Accredited Professional, as well as a certified planner with the American Institute of Certified Planners.

## Course Administration

### Venue

All courses will be held on the distinguished campus of American University of Sharjah ([www.aus.edu/photos/aus/index.php](http://www.aus.edu/photos/aus/index.php)). Free parking and free wireless Internet access are available to the guests. Internet spots and fax, photocopy and printing services are also available upon request.

### Certificate

Participants who attend and complete the course obtain two Certificates of Accomplishment: one from AUS and one from AMIDEAST. The certificate awarded from AUS is signed by the university's Chancellor and Vice Chancellor for Enrollment Management. The certificate awarded from AMIDEAST is signed by the AMIDEAST Country Director.

### Fees and Arrangements

The course fee includes full course attendance, course materials, Certificates of Accomplishment, and refreshment snacks and lunches catered by a five-star hotel. For early registration and group discounts, kindly consult the table below. Early registration closes one month before the start of the course. Discounted rates are offered to delegates registering in more than one course. All fees appear in U.A.E. Dirham (AED) per person per course.

AUS AMIDEAST Professional Development Courses-November 2008				
Course Title	Duration	Public Fee	Early Registration	Groups of more than three
<b>PMP® Course &amp; exam preparation</b>	2-6.11.08	7,500	6,750	6,500
<b>Construction Project Management</b>	9-11.11.08	5,500	5,000	4,800
<b>Management Essentials</b>	12-13.11.08	3,000	2,800	2,500
<b>LEED® Green Building AP preparation</b>	20.11.08	1,800	N/A	N/A

Accommodation is not included in the course fees. However, any accommodation required can be arranged by AMIDEAST/AUS at the time of booking with special discounted rates. Driver service from the hotel to AUS and back can be provided for participants staying in the recommended hotel (pick-up and drop-off timings are fixed).

### Tailored Executive Courses

Executive education programs can be designed according to an organization's specific needs. AUS and AMIDEAST will ensure the instructor's availability and arrange the communication between the organization and the instructor. The organization usually will conduct the administrative tasks, but AUS/AMIDEAST can provide support upon request.

[www.aus.edu](http://www.aus.edu)

For more information, please contact:

**American University of Sharjah**

Ms. Eleni Papailia  
Tel: +(971) 6 515 1015  
Fax: +(971) 6 515 1011  
[epapailia@aus.edu](mailto:epapailia@aus.edu)

Ms. Maha Shushaa  
Tel: +(971) 6 515 1014  
[mshushaa@aus.edu](mailto:mshushaa@aus.edu)

**AMIDEAST**

Ms. Wajiha Shamim  
Tel: +(971) 50 310 9373  
[uae.training@amideast.org](mailto:uae.training@amideast.org)