

Project Management Associate

with facultative Assessment IPMA Level D



Quality Seal since 2001
No.1
Best PM Trainer

What requirements do I have to meet?

You should be able to plan, organise, manage and successfully close out a project. You need knowledge in order to keep your head above water. You have to manage your project team on the basis of communication skills and methodical competence, taking into account your special leadership role as project manager. You have to develop excellent project management skills and preferably have them confirmed by external certification.

What are the entry requirements?

Participants should have a qualification as business administrator, business economist, master craftsman, qualified technician and/or chartered engineer (Chamber of Industry and Commerce certificate, state-recognised qualification, university of applied science degree, university degree or similar) with at least 2 years of experience. They should be actively involved in projects (plant construction, development, engineering, organisation etc.).

What does the course cover?

The course covers the basic principles and methods of project management, the organisation of a project and aspects of cooperation within a project.

Visit the website at www.ottmann.de/download/pm_qualification.pdf for further information.

What methods are used?

This course provides a fast and efficient overview of project management methods and the project management philosophy. We take you through the project, step by step, from planning to successful implementation! We build up a solid foundation for a successful career as project manager, from an understanding of the special requirements of a project manager to self-management competence. We prepare you for the demanding PM-Zert assessment for Level D certification. Our trainers provide the theoretical input and support you in the implementation of a specific transfer project. This project ensures that you are able

to transfer project management theory into everyday project management practice. It includes alternating workshops, presentations and discussions which ensure a high level of interaction and intensive exchange between the participants and trainer. They make learning an interesting experience! Your course materials (including textbook, workbook, photographic documentations) provide you with the theoretical basis for certification. They also, more importantly, provide you with valuable assistance as a reference work in your everyday project management work.

How do I get started?

The more than 10,000 project managers who have participated in our courses are already successful in their new functions after obtaining a first-rate qualification. Gain initial project management competence by taking part in this course and acquire the necessary methodical competence to manage successful projects and obtain IPMA Level D certification.

What does the assessment mean for me?

You receive independent confirmation of your competence! The GPM Deutsche Gesellschaft für Projektmanagement, the German member of the IPMA International Project Management Association, has a certification body called PM-Zert which performs project personnel assessments. Depending on the qualification attained - in accordance with the internationally recognised IPMA Four Level Certification System (IPMA 4-L-C) - the following certificates are issued:

Level A: Certified Projects Director (IPMA)

Level B: Certified Senior Project Manager (IPMA)

Level C: Certified Project Manager (IPMA)

Level D: Certified Project Management Associate (IPMA)

Visit the website at www.ottmann.de/download/pm_certification.pdf for further information.

Who are your trainers?

The charismatic and competent trainers at Ottmann & Partner GmbH Management Consulting have decades of experience in their specific field of project management. They are all certified the IAPM™ certification body and know what they are talking about.

In trainer benchmarkings, our trainers have been the highest rated project management trainers since 2001!



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Where and when do the courses take place?

Look for a suitable course date on the website at www.ottmann.de.

You can book a hotel, e.g. for a course in Röthenbach an der Pegnitz, at www.avenon.de. The board and accommodation costs are paid directly to the hotel.

What is your investment?

3,250 € plus VAT for IPMA members and 3,370 € plus VAT for non members.

The course fee includes the cost of course materials and a variety of snacks and beverages during the coffee breaks. The assessment fee of 526.50 € plus VAT for GPM members, 585 € plus VAT for non-members is payable in advance of the assessment and is not covered by the course fee. If you cancel your registration two weeks or more before the course starts, you will not incur any other costs. Please note that we charge a 350 € cancellation fee for later cancellations.

You will receive an invoice for the fee in conjunction with your registration confirmation.

Any more questions?

Call +49 911 570 00 04 or e-mail seminar@ottmann.de and our team will be happy to answer them!

How to register for the "Project Management Associate" course.

The number of participants is restricted to guarantee optimum training results. Registrations are made in order of receipt.

Fax the following registration form to +49 911 2 37 92 99 or send it to:

Ottmann & Partner GmbH

Course Administrator
Bahnhofstr. 9
90552 Roethenbach



Registration for the course in: _____ from - to: _____

Binding registration for:

Surname: _____ First name: _____ Qualification/title: _____

Company/institution: _____ Department: _____

Street.: _____ City + post code: _____

Phone: _____ Fax: _____ E-mail: _____

IPMA member yes no

I confirm that I satisfy the professional course requirements and accept the terms and conditions of participation.

Place, date, signature