

# Postgraduate Certificate Project Manager Skills and Competencies





## Postgraduate Certificate Project Manager Skills and Competencies

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online
- » Target Group: IT professionals who want to specialize in project management with predictive methodologies

Website: [www.techtute.com/in/school-of-business/postgraduate-certificate/project-manager-skills-competencies](http://www.techtute.com/in/school-of-business/postgraduate-certificate/project-manager-skills-competencies)

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# 01 Welcome

Nowadays, the level of demand in terms of professional skills for Project Managers is increasing and the list of competencies to be developed is endless. Professionals must have precise skills that allow them to successfully lead teams to achieve the objectives set by the company. For this reason, this program develops the new competencies demanded by the labor market. Soft skills, which are considered to be more social skills, are of great importance in the workplace and should therefore be given the same importance as technical or managerial competencies. A professional project manager must develop them and be aware that their lack or malpractice causes concrete and tangible damage to project results.



Postgraduate Certificate in Project Manager Skills and Competencies.  
TECH Technological University



“

*A good Project Manager must be able to develop the necessary skills to lead work teams that meet the company's objectives"*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*

## At TECH Technological University



### Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**100,000+**  
executives trained each year

**200+**  
different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**500+** | collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

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TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

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TECH offers students the best online learning methodology. The university combines the Relearning method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



### Economy of Scale

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TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

---

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH, you will have access to the most rigorous and up-to-date case studies in the academic community"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level"*

This program will provide students with a multitude of professional and personal advantages, particularly the following:

**01**

### A significant career boost

---

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of participants achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of companies

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TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

---

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### Take on new responsibilities

---

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

*We give you the opportunity to train with a team of world renowned teachers.*

# 04 Objectives

The Postgraduate Certificate in Project Manager Skills and Competencies of TECH Technological University has been created by a first class teaching staff with the main objective of offering business professionals the necessary abilities to successfully manage projects and, therefore, to be able to lead work teams. It is a theoretical-practical program that focuses on the knowledge of current situations so that students can develop the necessary skills that they will have to put into practice in their work.





“

*A program with a high academic level that will mark a before and after in your way of leading projects"*

Your goals are our goals.

We work together to help you achieve them.

The Postgraduate Certificate in Project Manager Skills and Competencies will enable the student to:

01

Provide the project manager with the necessary guidelines to manage his practices and to know how to identify successful results

04

Be able to prioritize and set a progressive learning plan and be able to use keys for each skill

02

Encourage self-criticism in order to achieve better results in their management and to make continuous progress



03

Determine the professional skills to develop to be an excellent project manager

05

Move from information to communication and be able to establish trusting relationships through participatory dialogue



06

Use language to inspire, involve and engage team members in the team

08

Manage discipline to achieve efficiency both for oneself and the project team



09

Improve the quality and speed of decision making and use knowledge management to do so

07

Dealing calmly with conflicts and learning the basics of moderation

10

Encourage team spirit, creativity as a game for the improvement of quality and work efficiency

05

# Structure and Content

The syllabus of this Postgraduate Certificate in Project Manager Skills and Competencies by TECH compiles the latest and most useful information for business professionals who develop professionally in project management. In this way, the program makes a detailed tour of those issues that form an added value in the education of managers and that they will have to put into practice to achieve the common objectives of the company.



“

*A high level academic course that will make the difference between you and your competitors”*

## Syllabus

The Postgraduate Certificate in Project Manager Skills and Competencies from TECH Technological University is an intensive program that prepares students to face challenges and business decisions in the field of integrated project management. Its content is designed to promote the development of managerial skills that enable more rigorous decision-making in uncertain environments.

Throughout 150 hours of study, the students will learn a multitude of practical cases through individual work, which will allow them to acquire the necessary skills to develop successfully in their daily practice. It is, therefore, an authentic immersion in real business situations.

This program deals in depth with different areas of the company and is designed for managers to understand project management from a strategic, international and innovative perspective.

A plan designed especially for students, focused on their professional improvement and that prepares them to achieve excellence in the field of leadership and business management. A program that understands your needs and those of your company through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the skills to solve critical situations in a creative and efficient way.

The program is carried out in six weeks and is divided into one module:

### Module 1

Competencies and Abilities (Soft Skills) for Project Managers



### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Project Manager Skills and Competencies completely online. Over the course of 6 weeks, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

**Module 1. Competencies and Abilities (Soft Skills) for Project Managers**

**1.1. Competencies of the Project Manager**

- 1.1.1. Technical Competencies
- 1.1.2. Competencies as a Leader Manager
- 1.1.3. Competencies as a Team Leader
- 1.1.4. Adaptation of Competencies to Remote, Digital and Virtual Leadership. Differences with Face to Face Relationships
- 1.1.5. Training for Continuous Skills Improvement for the 21st Century Through Core Skills

**1.2. Communication, an Essential Competency**

- 1.2.1. Communication
- 1.2.2. Ask Questions
- 1.2.3. Listening with all Senses

**1.3. Inspiring: Vision, Empathy and Assertiveness**

- 1.3.1. Inspire with Vision
- 1.3.2. Empathy, Putting Yourself in Other People's Places
- 1.3.3. Defence of their Own and the Project's Interests

**1.4. Negotiation and Conflict Management**

- 1.4.1. Negotiation and Stakeholder Relations
- 1.4.2. Mediation and Conflict Resolution
- 1.4.3. Courageous Conversations

**1.5. Personal Productivity and Effectiveness**

- 1.5.1. Time Management
- 1.5.2. Personal Organization
- 1.5.3. Resilience and Stress Management

**1.6. Decision-Making**

- 1.6.1. Requests for Justified Alternatives
- 1.6.2. Speed in the Decision-Making Process (Sense of Urgency)
- 1.6.3. Decision-Making Tools
- 1.6.4. The Key to Databases (Big Data)
- 1.6.5. Application of the Test and Learn Model

**1.7. Ethics and Professional Responsibility for Project Management**

- 1.7.1. Ethics in the Management of Projects
- 1.7.2. Application of Ethical Criteria
- 1.7.3. Making Difficult Decisions

**1.8. Initiative, Curiosity, Proactivity, Creativity and Innovation**

- 1.8.1. Training Keys for Proactivity and Initiative
- 1.8.2. Creativity Training Exercises
- 1.8.3. Systematics for Moving from Creativity to Innovation

**1.9. Teamwork**

- 1.9.1. Stages of Team Maturity
- 1.9.2. Collaboration for Creativity
- 1.9.3. Management of Enriching and Satisfying Meetings and Encounters
- 1.9.4. Feedback and Feedforward: the Keys to Giving, Asking for and Receiving Feedback
- 1.9.5. Feedback of Recognition, Constructive Criticism by Measuring Feedforward
- 1.9.6. Action Plans using the CSS Tool (Continue Start Stop)

**1.10. Competence Development of the Project Manager**

- 1.10.1. "Competence Gap"
- 1.10.2. Growth and Improvement Options and Strategies
- 1.10.3. Personal Development Plan
- 1.10.4. "Our Results Are Our Teachers"



“

*A very complete syllabus to specialize  
in an area of great relevance”*

# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*



### **A learning method that is different and innovative**

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“

*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

The profile of students who enroll in this Postgraduate Certificate is that of business professionals with extensive experience in the sector, who have seen the need to improve their project management skills and are looking for high quality programs in which they have a multitude of theoretical and practical resources. But, above all, people who need to study online to be able to combine it with their work, so the digital mode of TECH is an added bonus to the program.







“

*TECH students are experienced professionals who understand the need to continue their studies during their working lives”*

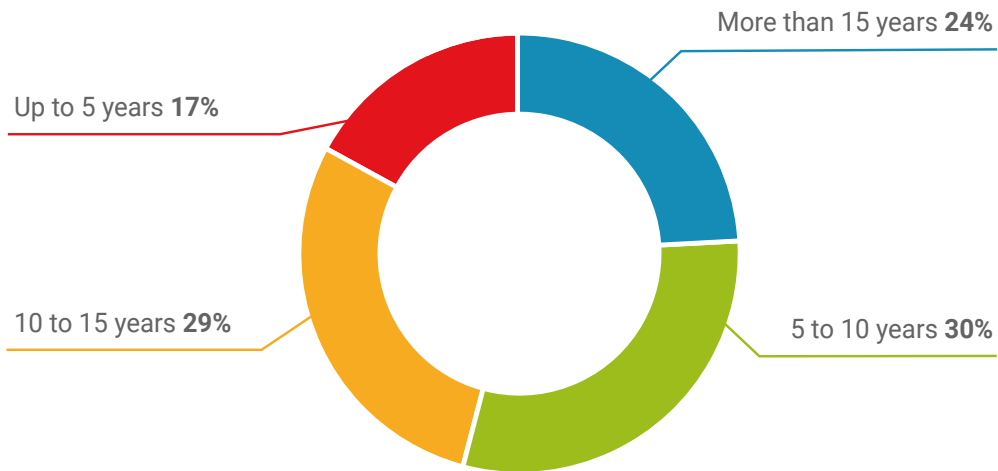
### Average Age

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Between **35** and **45** years old

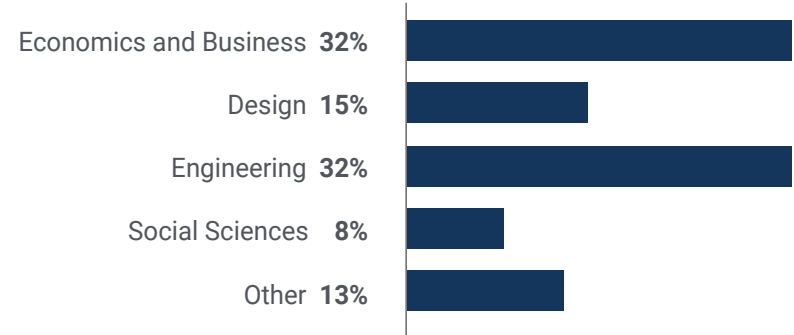
### Years of Experience

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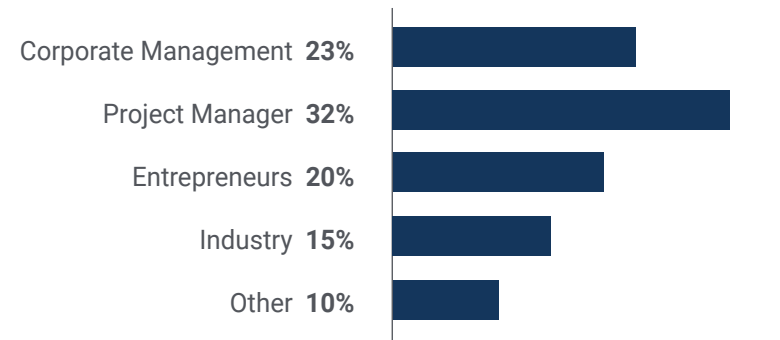
### Training

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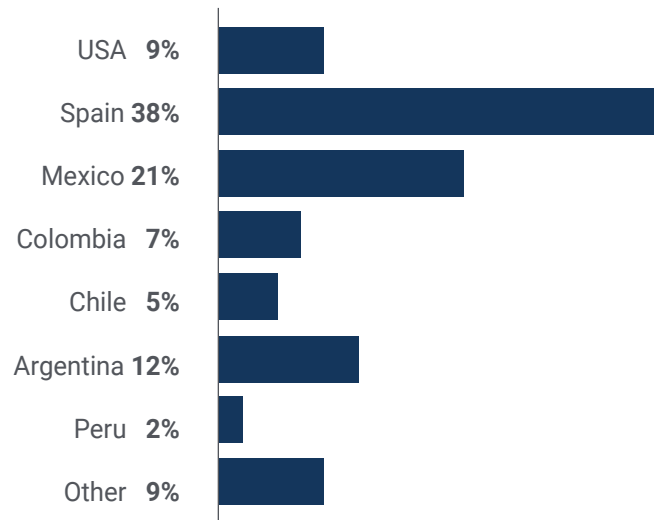
### Academic Profile

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## Geographical Distribution

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## Jaime Díaz

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Project Manager

*"TECH has given me the opportunity to continue developing my skills as a project manager while working. The online format of their courses and the innovative teaching methodology have been a great plus when it comes to taking this program. Without a doubt, I recommend this Postgraduate Certificate in Project Manager Skills and Competencies to anyone looking to specialize in this field"*

08

# Course Management

The teachers of this Postgraduate Certificate have been selected for their extensive experience and knowledge in the sector. People who have spent a large part of their academic and professional lives specializing in project management and who, aware of the needs of business professionals in this field, have decided to pool their knowledge to offer students the best academic resources, both in terms of content and updating.





“

*First class teachers will teach you how to specialize in a field of great demand"*

## Management



### Mr. Pérez Pérez, Manuel Felipe

- ◆ Senior Project Manager - EQUIDEA
- ◆ Project Manager - AYDEM Consulting
- ◆ Consultant/Trainer in Organizational Development and Project Management
- ◆ Head of Training for Postgraduate Studies of the College of Computer Engineers of Madrid
- ◆ Technical Telecommunications Engineering - UPM
- ◆ Telecommunication Systems Engineering - UPM
- ◆ European Engineer EUR-ING - FEANI
- ◆ PMP ® (Project Management Professional) - PMI ID: 1767390 Nov 2014
- ◆ Advanced Agile Project Management Program. SCRUM

## Professors

### Dr. Servajeán, Maitena

- ◆ General Manager, Representative of Bedor Excem in Spain
- ◆ Executive Coaching and Human Resources Mentoring
- ◆ Master's Degree in Hispanic Philology. Jean Jaurés University - (Toulouse le Mirail)
- ◆ Certified in Coaching by CCUI (International Corporate Training University)
- ◆ Superior Women and Leadership Program. Rafael del Pino Foundation
- ◆ Certified in Values Transformation Tools



09

# Impact on Your Career

The completion of this Postgraduate Certificate in Project Manager Skills and Competencies will allow students to acquire the necessary skills to successfully manage in this field. An increasingly competitive area of work that demands professionals with higher qualifications and experience. Therefore, this TECH program will mark a before and after in the professionalism of the students, by providing them with all the knowledge that they will be able to put into practice in their working life.







“

*If you are looking for a better job, don't miss the opportunity to study at TECH”*

## Are you ready to take the leap? Excellent professional development awaits you

The Postgraduate Certificate in Project Manager Skills and Competencies of TECH Technological University is an academic program that is developed in an intensive manner and aimed at improving students' work skills in an extremely competitive field. Undoubtedly, it is a unique opportunity to improve professionally, but also personally, as it involves effort and dedication.

Those who wish to improve themselves, achieve a positive change at a professional level and interact with the best, will find their place at TECH.

*A high academic level program aimed at improving students' skills.*

*Most of the students of this Postgraduate Certificate achieve their desired career goal.*

### When the change occurs



### Type of change



## Salary increase

---

This program represents a salary increase of more than **25.22%** for our students



10

# Benefits for Your Company

This TECH Postgraduate Certificate has been designed thinking in the academic needs of business professionals, but also in the demands of companies, which require professionals with extensive experience, but, above all, with a high qualification. In this way, a high level program has been created, meeting the demands of the market, which will be a competitive advantage for those companies in which students develop professionally.





“

*A unique study opportunity that will allow you to bring great value to your company”*

Developing and retaining talent in companies is the best long-term investment.

**01**

### **Intellectual Capital and Talent Growth**

The professional will bring to the company new concepts, strategies and perspectives that can bring about relevant changes in the organization.

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**02**

### **Retaining high-potential executives to avoid talent drain**

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.

**03**

### **Building agents of change**

The professional will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

---

**04**

### **Increased international expansion possibilities**

Thanks to this program, the company will come into contact with the main markets in the world economy.



05

### **Project Development**

The professional will be work on a current project or develop new projects in the field of R&D or Business Development within their company.

---

06

### **Increased competitiveness**

This program will equip students with the necessary skills to take on new challenges and drive the organization forward.

# 11 Certificate

The Postgraduate Certificate in Project Manager Skills and Competencies guarantees students, in addition to the most rigorous and up to date education, access to a Postgraduate Certificate issued by TECH Technological University.







“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Project Manager Skills and Competencies** contains the most complete and up to date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** by tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained through the **Postgraduate Certificate**, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

**Title: Postgraduate Certificate in Project Manager Skills and Competencies**

**Official N° of hours: 150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



## Postgraduate Certificate Project Manager Skills and Competencies

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

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