



PMOffice

BROCHURE



ABOUT US

PMOffice Ltd is a specialist Projects and Management Consulting firm dedicated to strengthening organizational delivery capability through world-class Project Management practice, capacity building, and execution excellence. We exist to help organizations consistently translate strategy into measurable results by embedding robust project, programme, and portfolio management disciplines that work in real-world environments.

Our focus is clear and deliberate: building Project Management capability that is practical, scalable, and sustainable. We support organizations across the full Project Management lifecycle— from diagnosing current maturity levels, designing fit-for-purpose frameworks and governance structures, to implementing Project Management Offices (PMOs), tools, processes, and performance controls that enable predictable delivery and value realization.

PMOffice Ltd is led by proven professionals with many years of hands-on Project Management practice and training facilitation experience across diverse industries. Our consultants and facilitators have successfully delivered and overseen complex initiatives within Oil and Gas, Technology, Manufacturing, Engineering, Real Estate, Banking and Finance, Public Service, and other sectors. This depth of cross-industry exposure allows us to bring practical insight, contextual intelligence, and tested methodologies to every client engagement.

We distinguish ourselves through our practitioner-led approach. At PMOffice Ltd, we do not merely teach theory or provide generic advisory services; we draw from lived experience in managing real projects, leading teams, navigating governance structures, and resolving delivery challenges under real constraints. Our training and advisory services are therefore grounded, actionable, and directly aligned with organizational realities.

ABOUT US

Our service offerings span Project Management capacity building through structured training programs, coaching, and mentoring; establishment and optimization of Project Management Offices (PMOs); development and implementation of Project Management frameworks, standards, and methodologies; and advisory support for project recovery, governance, and performance improvement. We work with executives, senior leaders, project managers, and delivery teams to ensure alignment between strategy, execution, and outcomes.

At the core of PMOffice Ltd is a commitment to professionalism, excellence, and long-term impact. We partner with our clients as trusted advisors, focusing not only on immediate project success but also on building enduring organizational competence. Our success is measured by our clients' ability to deliver projects more effectively, manage risks proactively, optimize resources, and achieve strategic objectives with confidence.

PMOffice Ltd stands as a reliable partner for organizations seeking to institutionalize Project Management best practices, elevate delivery performance, and create a culture of disciplined execution and continuous improvement.



ABOUT US

THE VALUE WE BRING

01

High-impact training

PMOffice delivers high-impact training and capacity building through programmes designed and facilitated by seasoned Project Management professionals with extensive cross-industry experience. Our expert-led training goes beyond theory to focus on practical application, real-life case studies, and skill transfer, equipping individuals and teams with the competence, confidence, and discipline required to perform effectively in complex delivery environments.

03

Strength & Capacity

We strengthens delivery capability by building practical Project Management competence across all levels of the organization. Our capacity-building approach combines training, coaching, and mentoring led by seasoned practitioners, ensuring that skills are not only learned but applied consistently to improve delivery outcomes.

02

Strategy & Clarity

We brings strategic clarity by helping organizations translate vision and strategy into well-governed, executable initiatives. Through structured portfolio, programme, and project management frameworks, we ensure that the right projects are selected, prioritized, and aligned with business objectives, enabling leadership to make informed, value-driven decisions.

04

Best practices

We institutionalizes best practices through the design and implementation of fit-for-purpose PMOs, standards, and governance structures. We help organizations move from ad-hoc execution to disciplined, repeatable, and scalable Project Management practices that improve predictability, accountability, and performance.



WHY PMOFFICE

Clients choose PMOffice because we combine deep Project Management expertise with proven, real-world delivery experience to produce results that endure. We are practitioner-led, not theory-driven—bringing insights forged across complex projects in Oil and Gas, Technology, Engineering, Finance, and the Public Sector to every engagement.



Our approach goes beyond advisory and training to embed practical frameworks, build internal capability, and strengthen governance so organizations can consistently deliver on strategy. With PMOffice, clients gain a trusted partner focused on measurable outcomes, disciplined execution, and the long-term maturity required to sustain performance in an increasingly complex and demanding environment.

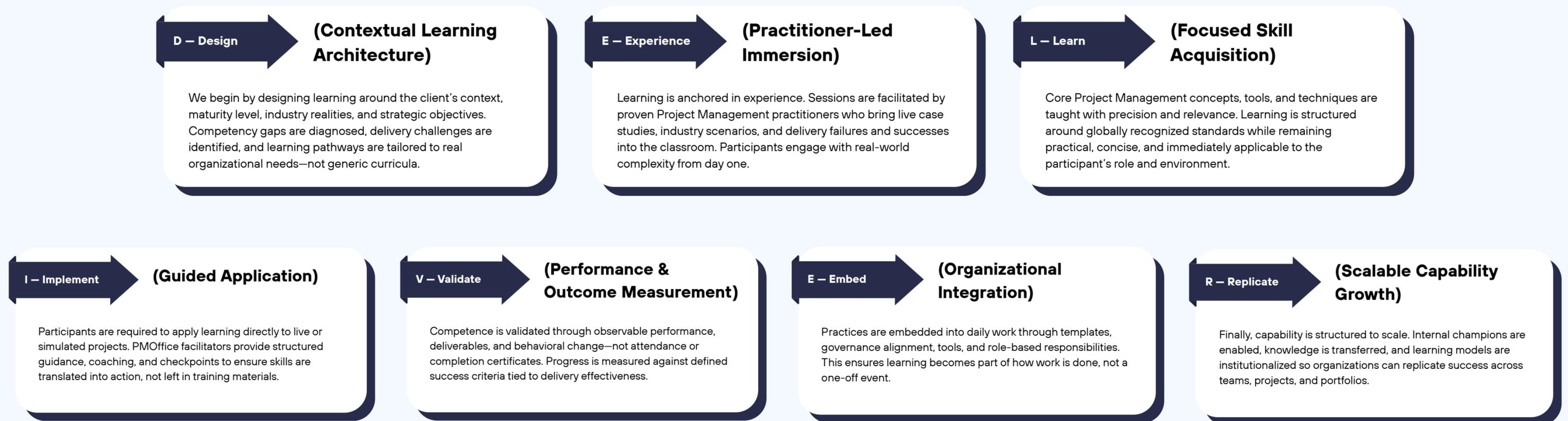


PMOffice Learning Approach

The DELIVER™ Learning Framework

(Design • Experience • Learn • Implement • Validate • Embed • Replicate)

DELIVER™ is PMOffice’s proprietary capacity-building and learning framework designed to move individuals and organizations beyond certification and theory into measurable delivery competence. It is built on the conviction that Project Management capability is only valuable when it translates into consistent execution and results.



Giggling Platypus Co.

Why DELIVER™ Stands Out

8

- Practitioner-led, not academic
- Outcome-focused, not attendance-driven
- Contextual, not generic
- Embedded, not episodic
- Scalable, not dependent

DELIVER™ is not just how PMOffice trains—
it is how we build delivery capability that lasts.



Course Highlights



E-LEARNING

Course Highlights

5 days

Project Management Professional (PMP™) Accelerated

Jan 19-23, Mar 16-20, May 18-22, Jul 13-17, Sep 14-18, Nov 16-20, Dec 14-18

N455K
(EXCLUSIVE OF VAT)

5 days

Project Management Professional (PMP™) Weekend Fast Track

Feb 13-22, Apr 10-26, Jun 5-21, Aug 7-23, Oct 9-25

N250K
(EXCLUSIVE OF VAT)

5 days

Certified Associate in Project Management (CAPM™)

Feb 16-20, Apr 13-17, Jun 15-19, Aug 17-21, Oct 12-16

N350K, N210K
(EXCLUSIVE OF VAT)

2 days

Scrum Master Certification (PSM1™)

Feb 9-10, Mar 23-24, Apr 28-28, May 11-12, Jun 22-23, Jul 20-21, Aug 24-25, Sep 21-22, Oct 19-20, Nov 2-3, Dec 1-2

N350K, N215K
(EXCLUSIVE OF VAT)

5 days

Programme Management Professional (PgMP™)

Apr 20-24, Aug 10-14

N550K, N400K
(EXCLUSIVE OF VAT)

5 days

PMI-Risk Management Professional (PMI-RMP™)

Mar 9-12, Jun 8-12, Sep 7-11, Dec 7-11

N500K
(EXCLUSIVE OF VAT)

2 days

Microsoft Projects Professional Tool Hands On Workshop (Beginner to Intermediate)

Feb 2-3, Apr 6-7, Jun 29-30, Aug 2-3, Oct 5-6, 26-27, Dec 3-4

N250K, N150K
(EXCLUSIVE OF VAT)

5 days

Certified Business Analysis Professional (CBAP)

Feb 23-27, May 25-29, Aug 3-7, Nov 23-27

N415K
(EXCLUSIVE OF VAT)

3 days

Entry Certificate in Business Analysis™ (ECBA™)

Mar 25-27, May 13-15, Jul 27-29, Sep 23-25

N350K
(EXCLUSIVE OF VAT)

Course Synopsis: Certified Associate in Project Management (CAPM™)

The Certified Associate in Project Management (CAPM™) course is a structured, entry-to-mid level programme designed to provide participants with a strong foundation in globally recognized Project Management principles while preparing them for the CAPM™ certification examination. The course is ideal for individuals seeking to build professional Project Management competence and establish credibility early in their careers.

Aligned with the **PMI® CAPM™ Examination Content Outline**, the programme introduces participants to the core domains of Project Management—**People, Process, and Business Environment**—and provides structured exposure to essential Project Management concepts, tools, and techniques. Participants gain a clear understanding of project lifecycles, roles and responsibilities, governance, and the application of Predictive, Agile, and Hybrid delivery approaches.

The course is delivered by experienced Project Management practitioners who adopt a learner-focused and practical facilitation style. Concepts are explained using relatable examples, simplified case scenarios, guided discussions, and exam-focused insights that help participants build confidence and comprehension without being overwhelmed by complexity.

Who This Course Is For

This programme is well suited for:

- **Aspiring Project Managers** and entry-level professionals
- **Recent Graduates** seeking globally recognized credentials
- **Project Team Members and Coordinators** supporting project delivery
- **Business and Technical Professionals** transitioning into project roles
- **Young Professionals** seeking structured Project Management knowledge

The course satisfies PMI's required education hours for CAPM™ eligibility and includes practice questions, revision sessions, and guidance on the CAPM™ application and examination process.

By the end of the CAPM™ course, participants will have a solid grounding in Project Management fundamentals, be well-prepared to sit for the CAPM™ certification examination, and possess the knowledge and confidence required to effectively contribute to project delivery across industries and organizational contexts.

No of Runs 5, Cert. Fee \$210

Virtual Run

Date: Feb 16-20, Apr 13-17, Jun 15-19, Aug 17-21, Oct 12-16
Training Fee: N210K

Physical Run

Training Date: Feb 16-20, Apr 13-17, Jun 15-19, Aug 17-21, Oct 12-16
Training Fee: N350K

Discount Applies for Bulk Nominations



Instructor-Led



5 days

Course Synopsis: Certified Business Analysis Professional (CBAP®)

12

The Certified Business Analysis Professional (CBAP®) course is an advanced, career-defining programme designed for senior business analysis practitioners who operate at the intersection of strategy, business needs, and solution delivery. This course prepares experienced professionals for the CBAP® certification examination while deepening their ability to drive business value through disciplined analysis and stakeholder engagement.

Built around the **BABOK® Guide**, the programme delivers comprehensive coverage of the six Business Analysis knowledge areas: Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis and Design Definition, and Solution Evaluation. Participants gain structured insight into how effective business analysis enables informed decision-making, aligns initiatives to strategy, and supports successful change.

The course is delivered in an executive-style learning format that emphasizes professional judgment, real-world scenarios, and applied thinking rather than rote memorization. Facilitators—who are seasoned business analysts and delivery professionals—use industry case studies, scenario-based discussions, and exam-focused techniques to reinforce both certification readiness and practical competence.

Who This Course Is For

This programme is specifically designed for:

- **Senior Business Analysts** seeking formal validation of their experience and expertise
- **Lead and Principal Analysts** responsible for complex requirements and stakeholder ecosystems
- **Product Managers and Product Owners** with significant business analysis responsibilities
- **Project and Programme Managers** involved in business case development and solution definition
- **Change and Transformation Leads** driving enterprise-level initiatives
- **Consultants and Advisory Professionals** supporting client-facing analysis and solution design

The course includes structured exam preparation, practice questions, revision workshops, and guidance on the CBAP® application process, ensuring participants are fully supported from eligibility through certification.

By the end of the CBAP® course, participants will be well-prepared to sit for the CBAP® examination and to operate confidently as senior business analysis professionals—capable of shaping strategy, managing complexity, and delivering solutions that create measurable and sustainable business value.

No of Runs 4, Cert. Fee \$650

Virtual Run

Date: -

Training Fee: -

Physical Run

Training Date: Feb 23-27, May 25-29, Aug 3-7,

Nov 23-27

Training Fee: N415K

**Discount Applies
for Bulk
Nominations**



Instructor-Led



5 days

Course Synopsis: Entry Certificate in Business Analysis™ (ECBA™)

13

The Entry Certificate in Business Analysis™ (ECBA™) course is a foundational training programme designed to introduce participants to the core principles, practices, and mindset of Business Analysis. It is ideal for individuals seeking to start a career in Business Analysis or professionals who wish to build a structured understanding of how business needs are identified, analyzed, and translated into effective solutions.

Aligned with the **BABOK® Guide**, the course provides comprehensive coverage of Business Analysis fundamentals, including key concepts, techniques, and terminology. Participants are introduced to the six Business Analysis knowledge areas—Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis and Design Definition, and Solution Evaluation—at an introductory and practical level.

The programme is delivered in a learner-friendly, structured format that emphasizes clarity, relevance, and real-world understanding. Facilitators use simple examples, guided discussions, and practical illustrations to help participants grasp how Business Analysis activities are performed within projects, products, and organizational change initiatives.

Who This Course Is For

This course is well suited for:

- **Aspiring Business Analysts** and career starters
- **Recent graduates** seeking professional direction and globally recognized credentials
- **Project team members** involved in requirements gathering and stakeholder engagement
- **Junior professionals** transitioning into analysis or change-related roles
- **Product support and operations staff** seeking foundational Business Analysis knowledge

The course meets IIBA®'s required education hours for ECBA™ eligibility and includes exam-focused learning aids such as practice questions, revision sessions, and guidance on the certification application and examination process.

By the end of the ECBA™ course, participants will have a solid foundation in Business Analysis concepts, be prepared to sit for the ECBA™ certification examination, and possess the confidence and knowledge required to effectively support Business Analysis activities in any organizational or industry context.

No of Runs 4, Cert. Fee \$500

Virtual Run

Date: -

Training Fee: -

Physical Run

Training Date: Mar 25-27, May 13-15, Jul 27-29,

Sep 23-25

Training Fee: N350K

Discount Applies
for Bulk
Nominations



Instructor-Led



3 days

Course Synopsis: Microsoft Project Professional – Hands-On Workshop (Beginner to Intermediate)

The Microsoft Project Professional Hands-On Workshop (Beginner to Intermediate) is a practical, skills-based programme designed to equip participants with the competence to plan, schedule, monitor, and control projects using Microsoft Project. The workshop focuses on hands-on application, enabling participants to confidently use the tool to support effective Project Management execution.

The programme introduces participants to Microsoft Project from first principles, covering essential functions such as project setup, calendars, task structuring, work breakdown structures (WBS), dependencies, milestones, and resource assignments. As the workshop progresses, participants are guided through intermediate capabilities including schedule optimization, critical path analysis, baseline setting, progress tracking, resource leveling, and performance reporting.

The workshop is delivered in a highly interactive, practice-driven format facilitated by experienced Project Management practitioners. Participants work through guided exercises and realistic project scenarios that demonstrate how Microsoft Project supports best-practice Project Management processes and decision-making.

Who This Course Is For

This workshop is ideal for:

- **Project Managers and Project Planners** using or transitioning to Microsoft Project
- **Project Coordinators and PMO Staff** supporting scheduling and reporting
- **Engineers and Technical Professionals** involved in project planning
- **Team Leads and Supervisors** responsible for task and resource planning
- **Professionals new to Microsoft Project** seeking practical competence

No advanced technical background is required. The emphasis is on usability, clarity, and practical application rather than tool complexity.

By the end of the workshop, participants will be able to develop structured project schedules, manage timelines and resources, track performance against baselines, and generate meaningful reports using Microsoft Project—enhancing visibility, control, and confidence in project delivery.

No of Runs: 7, Cert. Fee: -

Virtual Run Date: Feb 2-3, Apr 6-7, Jun 29-30, Aug 2-3, Oct 5-6, 26-27, Dec 3-4 Training Fee: N150K	Physical Run Training Date: Feb 2-3, Apr 6-7, Jun 29-30, Aug 2-3, Oct 5-6, 26-27, Dec 3-4 Training Fee: N250K
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Discount Applies for Bulk Nominations 

Instructor-Led 

 **2 days**

Course Synopsis: Program Management Professional (PgMP™)

15

The Program Management Professional (PgMP™) course is an advanced, executive-level programme designed for experienced project and programme leaders responsible for coordinating multiple related projects to achieve strategic business outcomes. The course prepares participants for the PgMP™ certification while strengthening their capability to govern complexity, manage interdependencies, and realize sustained organizational value.

Aligned with the **PMI® Standard for Program Management** and the **PgMP™ Examination Content Outline**, the programme provides comprehensive coverage of the core programme management performance domains, including **Strategic Program Management, Program Life Cycle Management, Benefits Management, Stakeholder Engagement, and Governance**. Participants gain a structured understanding of how programmes enable strategy execution beyond individual project success.

The course is facilitated by senior practitioners with extensive experience managing large, complex, and multi-stakeholder programmes. Learning is reinforced through real-world programme scenarios, case studies, executive-level discussions, and exam-focused insights that reflect the realities of programme leadership in dynamic organizational environments.

Who This Course Is For

This programme is designed for:

- **Experienced Programme Managers** seeking PgMP™ certification
- **Senior Project Managers** transitioning to programme leadership roles
- **Portfolio and PMO Leaders** overseeing multiple initiatives
- **Transformation and Change Leaders** managing strategic initiatives
- **Consultants and Advisory Professionals** involved in programme governance

The programme includes structured support for the PgMP™ application process, preparation for the panel review, practice questions, and targeted revision for the multiple-choice examination.

By the end of the PgMP™ course, participants will be well-prepared to pursue the PgMP™ certification and to operate confidently as strategic programme leaders—capable of aligning initiatives to strategy, governing complexity, and delivering long-term business benefits.

No of Runs: 2, Cert. Fee: \$700

Virtual Run Date: Apr 20-24, Aug 10-14 Training Fee: N400K	Physical Run Training Date: Apr 20-24, Aug 10-14 Training Fee: N550K
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Discount Applies for Bulk Nominations 

Instructor-Led 

 **5 days**

Course Synopsis: PMI Risk Management Professional (PMI-RMP™)

16

The PMI Risk Management Professional (PMI-RMP™) course is a specialized, advanced-level programme designed for project, programme, and risk professionals who are responsible for proactively managing uncertainty and protecting value across initiatives. The course prepares participants for the PMI-RMP™ certification while strengthening their practical ability to identify, analyze, and respond to risks and opportunities in complex delivery environments.

Aligned with the **PMI® Risk Management framework** and the **PMI-RMP™ Examination Content Outline**, the programme provides structured coverage of key risk management domains, including **risk strategy and planning, stakeholder engagement, risk identification and analysis, risk response development, monitoring, reporting, and governance**. Participants gain a disciplined understanding of how effective risk management supports decision-making and improves delivery outcomes.

The course is facilitated by experienced Project and Risk Management practitioners who apply a practitioner-led approach to learning. Real-life case studies, scenario-based discussions, and practical exercises are used to demonstrate qualitative and quantitative risk techniques and how they are applied across different industries and project environments.

Who This Course Is For

This programme is ideal for:

- **Project and Programme Managers** with risk management responsibilities
- **Risk Managers and Risk Analysts** supporting organizational initiatives
- **PMO and Governance Professionals** involved in oversight and assurance
- **Engineers, Planners, and Technical Leads** managing high-risk projects
- **Consultants and Advisory Professionals** providing risk-related services

The programme includes exam-focused preparation, practice questions, revision sessions, and guidance on the PMI-RMP™ application and examination process.

By the end of the PMI-RMP™ course, participants will be fully prepared to sit for the PMI-RMP™ certification examination and to operate as competent risk professionals—capable of embedding structured risk management practices, supporting informed decision-making, and enhancing project and programme performance under uncertainty.

No of Runs: 4, Cert. Fee: \$670

Virtual Run

Date: -

Training Fee: -

Physical Run

**Training Date: Mar 9-12, Jun 8-12, Sep 7-11,
Dec 7-11**

Training Fee: N500K

**Discount Applies
for Bulk
Nominations**



Instructor-Led



5 days

Course Synopsis: Project Management Professional (PMP™) Accelerated

17

The Project Management Professional (PMP™) Accelerated course is a high-intensity, outcome-driven programme designed for experienced project practitioners who require fast-track preparation for the PMP™ certification while sharpening their ability to lead and deliver complex projects. The course compresses critical PMP™ content into a focused learning experience without compromising depth, relevance, or practical application.

Aligned with the **PMI® PMP™ Examination Content Outline**, the programme provides comprehensive coverage of the three performance domains—**People, Process, and Business Environment**—with strong emphasis on leadership, value delivery, governance, risk management, and stakeholder engagement. Predictive, Agile, and Hybrid delivery approaches are fully integrated to reflect the realities of modern project environments.

Delivery is practitioner-led and exam-focused. Facilitators are senior Project Management professionals with extensive cross-industry experience who combine real-life delivery scenarios, situational judgment analysis, and exam strategy techniques to ensure participants understand how to think and respond at PMP™ level—not just what to memorize.

Who This Course Is For

This accelerated programme is designed for:

- **Experienced Project Managers** seeking PMP™ certification
- **Senior Project Leads and Coordinators** managing complex initiatives
- **Programme and Portfolio Support Professionals** transitioning to senior roles
- **Consultants and Advisory Professionals** involved in project delivery
- **Technical and Functional Managers** leading cross-functional projects

The course satisfies PMI's required contact hours for PMP™ eligibility and includes structured revision sessions, practice questions, mock examinations, and guidance on the PMP™ application process.

By the end of the PMP™ Accelerated course, participants will be fully prepared to sit for the PMP™ examination and to operate with the confidence, discipline, and strategic awareness expected of globally recognized Project Management professionals.

No of Runs: 7, Cert. Fee: \$575

Virtual Run

Date: -

Training Fee: -

Physical Run

Training Date: Jan 19-23, Mar 16-20, May 18-22, Jul 13-17, Sep 14-18, Nov 16-20, Dec 14-18

Training Fee: N455K

Discount Applies for Bulk Nominations



Instructor-Led



5 days

Course Synopsis: Project Management Professional (PMP™) Weekend Fast Track

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The Project Management Professional (PMP™) Weekend Fast Track course is a structured, intensive programme designed for experienced project practitioners who require a flexible learning option that fits around demanding work schedules. Delivered across **three consecutive weekends (Friday to Sunday)**, the course provides accelerated PMP™ preparation without compromising depth, rigor, or practical relevance.

Aligned with the **PMI® PMP™ Examination Content Outline**, the programme delivers comprehensive coverage of the three performance domains—**People, Process, and Business Environment**. It integrates Predictive, Agile, and Hybrid delivery approaches, reflecting the realities of contemporary project environments and ensuring participants develop well-rounded, exam-ready competence.

The course is practitioner-led and highly interactive. Facilitators are senior Project Management professionals who combine real-world delivery experience with proven training expertise. Learning is reinforced through scenario-based discussions, situational judgment analysis, exam-focused techniques, practice questions, and mock examinations aligned with the PMP™ exam format.

Who This Course Is For

This Weekend Fast Track programme is ideal for:

- **Experienced Project Managers** preparing for PMP™ certification
- **Senior Project Leads and Coordinators** managing complex initiatives
- **Programme and Portfolio Support Professionals** seeking career advancement
- **Consultants and Advisory Professionals** involved in project delivery
- **Functional and Technical Managers** leading cross-functional projects

The programme fulfills PMI's required contact hours for PMP™ eligibility and includes structured revision sessions, guided exam preparation, and support with the PMP™ application process.

By the end of the PMP™ Weekend Fast Track course, participants will be fully prepared to confidently sit for the PMP™ examination and to apply globally recognized Project Management practices to deliver consistent, high-quality results across complex project environments.

No of Runs: 5, Cert. Fee: \$575

Virtual Run

Date: Feb 13-22, Apr 10-26, Jun 5-21, Aug 7-23, Oct 9-25
Training Fee: - N250K

Physical Run

Training Date: -
Training Fee: -

Discount Applies for Bulk Nominations



Instructor-Led



5 days

Course Synopsis: Scrum Master Certification (PSM I™)

The Scrum Master Certification (PSM I™) course is a focused, practitioner-oriented programme designed to build a strong and practical understanding of the Scrum framework while preparing participants for the Professional Scrum Master I (PSM I™) certification assessment. The course emphasizes clarity of concepts, real-world application, and the mindset required to operate effectively in Agile delivery environments.

Aligned with the **Scrum Guide**, the programme provides comprehensive coverage of Scrum theory, values, roles, events, and artifacts. Participants develop a clear understanding of the Scrum Master’s accountabilities as a servant leader, coach, and facilitator, as well as how Scrum enables transparency, inspection, and adaptation in complex product development.

The course is facilitated by experienced Agile and Scrum practitioners who combine practical delivery experience with structured facilitation. Learning is reinforced through scenario-based discussions, real-life case examples, simulations, and exam-focused insights that reflect how Scrum operates in real organizational settings.

Who This Course Is For

This programme is ideal for:

- **Aspiring and Practicing Scrum Masters**
- **Agile Team Members and Developers** seeking deeper Scrum understanding
- **Project and Delivery Managers** transitioning to Agile environments
- **Product Owners and Business Analysts** working within Scrum teams
- **Team Leads and Supervisors** supporting Agile transformation

The course includes practice assessments, guided revision sessions, and exam strategy tips aligned with the PSM I™ assessment format, ensuring participants are well-prepared for certification.

By the end of the PSM I™ course, participants will be equipped to confidently attempt the PSM I™ certification assessment and to effectively support Scrum teams, foster continuous improvement, and enable sustainable value delivery in Agile environments.

No of Runs: 11, Cert. Fee: \$200

Virtual Run
Date: Feb 9-10, Mar 23-24, Apr 28-28, May 11-12, Jun 22-23, Jul 20-21, Aug 24-25, Sep 21-22, Oct 19-20, Nov 2-3, Dec 1-2
Training Fee: - N215K

Physical Run
Training Date: Feb 9-10, Mar 23-24, Apr 28-28, May 11-12, Jun 22-23, Jul 20-21, Aug 24-25, Sep 21-22, Oct 19-20, Nov 2-3, Dec 1-2
Training Fee: N350K

Discount Applies for Bulk Nominations



 Instructor-Led



 2 days

Our Program Fees



Instructor / Virtual led Courses

Open Programmes

All professional fees quoted are exclusive of Value Added Tax (VAT) and will be subject to VAT at the prevailing statutory rate.

Engagements are governed by PMOffice's Standard Terms and Conditions, which apply in full to all programmes and services rendered.

Programme dates are scheduled based on availability; participants are required to formally confirm their interest and secure their place no later than two (2) weeks prior to the proposed programme commencement date.

Payment Terms

Full payment of the programme fee is required in advance.

Participation will be confirmed only upon receipt of complete payment.

Fee Structure Assumptions

Training sessions will be delivered at PMOffice's designated training facilities. Participants attending from locations outside the primary training location will be responsible for all associated travel, accommodation, and related logistical expenses.

Customised (In-Plant) Programmes

For customised or in-plant programmes, PMOffice will require a formal engagement letter from your organisation confirming acceptance of our scope, professional fees, and Standard Terms and Conditions of Engagement.

This engagement letter will also confirm agreement to the payment structure and milestones outlined below.

All professional fees quoted are exclusive of Value Added Tax (VAT) and will be subject to VAT at the prevailing statutory rate.

Additional terms and conditions shall apply as detailed in PMOffice's Standard Terms and Conditions of Engagement.

Programme dates will be mutually agreed upon by both parties, with a minimum notification period of two (2) weeks required prior to commencement of the customised programme.

Payment Terms

An upfront payment of eighty percent (80%) of the agreed professional fees is required prior to the commencement of the programme.

The remaining twenty percent (20%) balance shall be payable upon successful completion of the programme.

Fee Structure Assumptions

Training sessions may be delivered at the client's facilities or at another mutually agreed location.

Where training is conducted outside PMOffice's primary location, the client shall be responsible for all travel, accommodation, and related logistical expenses incurred by PMOffice consultants.

A woman with dark hair, wearing large black headphones and a denim jacket over a light-colored shirt, is focused on her work. She is sitting at a desk with a laptop in front of her. The background is a blurred office or library setting with bookshelves. The entire image has a dark blue overlay, and the text is centered in white.

Instructor / Virtual led Courses

Our Programme Fees (Terms and Conditions)

At PMOffice, we take immense pride in our innovative and dynamic approach to learning. We have structured the calendar to offer flexibility and accessibility, with training sessions available in both Physical and virtual instructor-led formats.

This approach ensures that all participants, regardless of location or scheduling constraints, can participate and benefit from our programmes.



Instructor-Led Training (ILT) Sessions:

Our Instructor-Led Training (ILT) sessions are designed to provide interactive and hands-on learning experiences to our participants. These sessions are led by seasoned experts in their respective fields who bring extensive industry knowledge and practical insights. These sessions are in person and take place at our designated training facilities, providing participants from various locations with the opportunity to meet and engage in an immersive and engaging learning experience



Instructor-Led Virtual Training (ILVT) Sessions:

Our Virtual Instructor-Led Training (ILVT) sessions provide you with the opportunity to receive professional training from the comfort of your desktop, laptop, or mobile device. We understand the importance of convenience and accessibility, and our ILVT sessions ensure the same level of quality and engagement as our in-person training sessions. These sessions are delivered through a robust virtual platform that supports live video, chat, and collaborative tools.

Our training calendar has been designed to cater to the diverse needs of our participants. We have curated a range of programmes across project management and Business analysis domains and skill levels as well as our partner programs that deal with other human capacity areas. Each programme is carefully designed to align with organisational goals and individual career aspirations. Whether you are seeking to deepen your technical expertise, develop leadership skills or enhance your soft skills, our training calendar offers something for you.

**Should you have any questions or require further information,
please do not hesitate to contact the Training Department.
(pmofficeltd@gmail.com)**

CALENDAR PLANNER

WEDNESDAY THURSDAY FRIDAY SATURDAY

1 2 3 4

8

Campaign days

9

15

16

12

13

14

- revise older post
- plan for location

19

20

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- Meeting at 4pm tomorrow
- Don't forget to pick up new suit
- Need presentation files!

Marketing Plan Meeting 26

Marketing Plan Meeting 27

JAN - DEC

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			29	30	1	2

Course Calendar



Portfolio, Programme & Project Management

Portfolio, Programme & Project Management



Portfolio, Programme & Project Management

COURSES	NO OF RUNS	DURATION	FEES (N) EXCLUSIVE OF VAT		CERT. FEE (\$)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			Physical	Virtual													
Portfolio, Programme & Project Management		Day(s)															
Project Management Professional (PMP™) Accelerated	7	5	N455K		\$575	19-23		16-20		18-22		13-17		14-18		16-20	14-18
Project Management Professional (PMP™) Weekend Fast Track	5	5		N250K	\$575		13-22		10-26		5-21		7-23		9-25		
Certified Associate in Project Management (CAPM™)	5	5	N350K	N210K	\$210		16-20		13-17		15-19		17-21		12 - 16		
Scrum Master Certification (PSM1™)	11	2	N350K	N215K	\$200		9-10	23-24	28-28	11-12	22-23	20-21	24-25	21-22	19-20	2-3	1-2
Programme Management Professional (PgMP™)	2	5	N550K	N400K	\$700				20-24				10-14				
PMI-Risk Management Professional (PMI-RMP™)	4	5	N500K		\$670			9-12			8-12			7-11			7-11
Microsoft Projects Professional Tool Hands On Workshop (Beginner to Intermediate)	7	2	N250K	N150K			2-3		6-7		29-30		2-3		5-6, 26-27		3-4

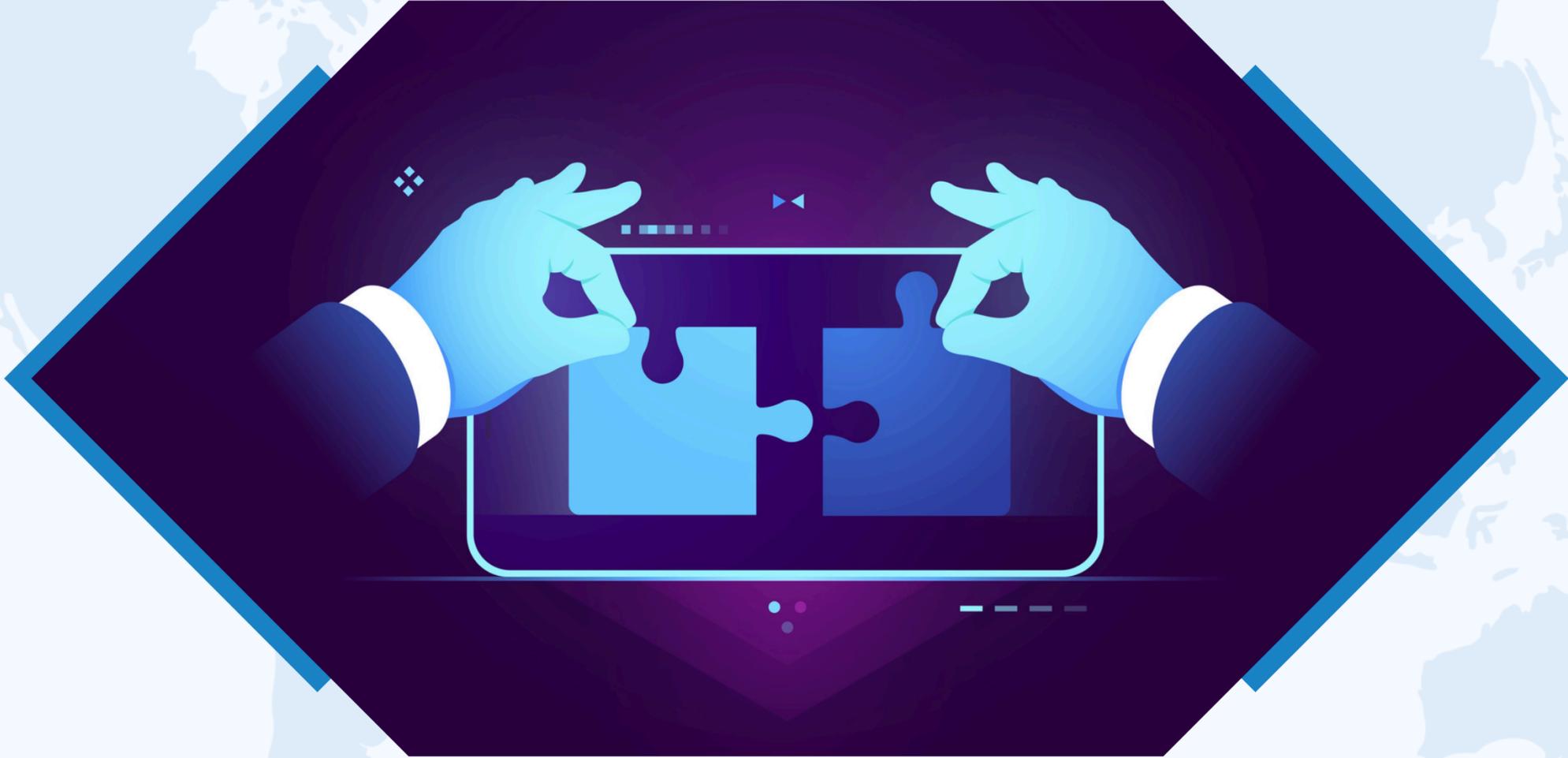
Business Analysis and Analytics

Business Analysis and Analytics



Business Analysis and Analytics

COURSES	NO OF RUNS	DURATION	FEES (N) EXCLUSIVE OF VAT		CERT. FEE (\$)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
			Physical	Virtual														
Business Analysis & Analytics		Day(s)																
Certified Business Analysis Professional (CBAP)	4	5	N415K		\$650		23-27			25-29			3-7			23-27		
Entry Certificate in Business Analysis™ (ECBA™)	4	3	N350K		\$500			25-27		13-15		27-29		23-25				



Partner Programs

Partner Programs

Explore our training calendar & select a flexible schedule for you team's leading journey.

Training Course	Duration (Days)	Fee (₹)	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HR Metrics & Analytics	2	150K				21-22					8-9		
Performance Management & Compensation Framework	2	150K					4-5				22-23		
Managing Employee Performance for Results	2	150K			28-29						15-16		
HR Business Partners Masterclass	2	150K					11-12				29-30		
Basic & Intermediate Microsoft Excel Masterclass	2	150K						9-10					
Optimizing Time, Workflow & Productivity	2	200K				12-13							
Managing Stress & Work-Life Balance	2	200K					5-6						
Advanced Microsoft Excel Masterclass	2	150K						9-10					
Unlocking Legacy Leadership	2	200K						25-26	9-10	10-11		12-13	
Workforce Transformation & Team Re-Engineering	3	200K							2-3			19-20	
The Psychology of Personalities & Understanding Others	3	200K								13-14			
Leadership, Critical Thinking & Innovation	2	200K									23-24		
Work Ethics, Attitude & Productivity	2	200K									2-3		
Understanding Self & Managing Others	2	200K			19-20						9-10		
Practical Tools for Effective Leadership	3	200K										26-27	
Creative Problem Solving & Decision Making Skills	2	200K											
Emotional Intelligence	2	200K							26-28		16-17		
Sales & Negotiation Masterclass	2	150K									1-2		
Exceptional Customer Service	2	150K									3-4		4-5
Certified Business Admin Managers Course	*	500K										14-15	
Basic Project Management	3	250K										7-8	
IT Project Management	3	250K										18-19	
Project Team Leadership	3	250K										24-25	

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HRM Office



Academy to Innovate HR

A woman with long braids is smiling and holding several papers in a classroom. In the background, other students are seated at desks, some looking at their phones. The image has a dark blue overlay and a white geometric shape on the left side.

Our Faculty

Our esteemed faculty comprises, though is not confined to, an illustrious group of individuals

The strength of PMOffice's capacity-building offering is anchored in the depth, credibility, and practical experience of its training faculty. Our trainers are not career academics or theoretical instructors; they are seasoned Project Management practitioners who have spent many years leading, delivering, governing, and recovering complex initiatives across multiple industries. This practitioner-led faculty model ensures that every learning engagement is grounded in reality, relevance, and results.

The PMOffice training faculty is composed of professionals with extensive hands-on experience and insight across sectors such as Oil and Gas, Technology, Engineering, Manufacturing, Real Estate, Banking and Finance, and the Public Sector. Collectively, they have managed and overseen large-scale, high-risk, and multi-stakeholder projects, giving them deep insight into the operational, commercial, regulatory, and human dimensions of project delivery. This cross-industry exposure enables our faculty to contextualize learning, draw parallels, and adapt methodologies to suit diverse organizational environments.

Beyond delivery experience, PMOffice trainers are accomplished facilitators with a strong track record in adult learning, executive education, and professional development. They possess the ability to translate complex Project Management concepts into clear, structured, and actionable knowledge. Through the use of real case studies, simulations, workshops, and guided discussions, our faculty ensures that learning is engaging, participatory, and directly applicable to the workplace.

Our trainers also bring deep familiarity with globally recognized Project Management standards, frameworks, and best practices, while maintaining the flexibility to adapt these to local realities and organizational constraints. This balance allows participants to gain internationally relevant competence without losing sight of practical execution within their specific operating context.

Importantly, PMOffice faculty members operate as mentors and trusted advisors, not just instructors.



They provide post-training guidance, coaching, and practical insight to support participants as they apply new skills to live projects. This continuity of support reinforces learning transfer and accelerates capability maturity.

At PMOffice, our training faculty represents more than expertise—it represents credibility, lived experience, and a commitment to building professionals who can deliver under pressure. Through our faculty, clients gain access to insight forged in practice, refined through facilitation, and focused on enabling consistent, high-quality project delivery.

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