



# PMI Lahore Chapter

## Newsletter

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**PMI Lahore Project  
Management  
Symposium 2012  
Royal Palm Golf & Country  
Club, Lahore  
7-8 January, 2011**

### President's Message

PMI Lahore Chapter closed the year with the holding of annual elections and general body meeting. I would like to welcome the newly elected Directors of the chapter, Ambreen Haq, PMP (Sponsorship & Events), Arif Majeed Butt, PMP (Professional Development), M. Naveed Akhtar, PMP (Finance) and Adeel Mumtaz, PMP (Memberships).

2011 was one of the most active years for the chapter. The 7 monthly seminars and annual PM Conference offered members the opportunity to earn 21.25 PDUs – this exceeded the target of 18 PDUs that the chapter had set in its annual plans. Additionally the chapter offered 14 courses with a total of 177 PDUs. The total PDUs awarded by the chapter for all its programs exceed 8000. Our membership grew to 600 and the PMP count for Lahore crossed the 300 mark.

Typically the end of the year is a time to relax and reflect on the year's achievement. But December was our busiest month with the chapter team working to organize the PM Symposium to be held on 7/8 January 2012. The conference core organizing team was led by Masooq Said (Secretary) and included Farooq Afzal, Samnan Ali, Adeel Mumtaz, Ambreen Haq, Bisharat Rasool Memon, Omar Iqbal and a team of volunteers from UET.

I look forward to meeting a lot of you during the PM Symposium.

**Khalid Ahmad Khan**  
[president@pmlhr.org.pk](mailto:president@pmlhr.org.pk)



@ProjectByte

## PMI Lahore Chapter Elections & Annual General Meeting 2011 at Bistro 201, Upper Mall, Lahore



Chapter had invited nominations on 22<sup>nd</sup> November, 2011 through an email message to all members in good standing for the following vacant positions:

- Director Sponsorship & Events
- Director Professional Development
- Director Finance
- Director Memberships

The nomination deadline was 15<sup>th</sup> December, 2011 midnight. We received following nominations:

Position	Candidate
Director Sponsorship & Events	Ambereen Haq, PMP
Director Professional Development	Arif Majeed Butt, PMP
Director Finance	M. Naveed Akhtar, PMP
Director Memberships	Adeel Mumtaz, PMP



Upon scrutiny of the nomination forms, these members have been found to be in good standing therefore, their nomination papers have been accepted by Nomination Committee.

As committee had received only one nomination against each vacant position, all the candidates were therefore declared elected unopposed. The elected officers occupied their positions from the day of Annual General Meeting for the period Jan-2012 to Dec-2013.

We extend our congratulations to all the elected board members and wish them the best in their new tenure.



## Presentation Skills for Program and Project Managers

By

Gareth Byatt, Gary Hamilton and Jeff Hodgkinson

We always appreciate a good presentation! There is a good deal of excellent material and advice on presentation skills available, and we are not trying to cover every aspect in this article.

In this article, we are working from the premise that there are two main goals of a presentation, regardless of the situation or topic:

- 1) Providing information or education about a product, service, opportunity, project, or something else.
- 2) Attempting to influence the audience in some way (e.g. to make a decision about a topic, to purchase a product or service, etc.).

A presentation can take a passive or an active form:

1. **Passive** means it is not “directly” in front of you – for example, you read something in the newspaper or on a website, you listen to a debate on the radio, or you watch a program on television. You are reading and/or listening or watching but you are not directly engaged one-on-one with, or in the presence of, the presenter. You can choose to switch off (or change channels on) your television, radio, or PC or stop reading an author’s argument at any time without any “pressure” to provide a reason why. Passive presentations need to quickly attract your attention and interest, and to maintain it so that, at some point, you see, hear or read enough to react to the message– for example, by deciding to purchase a product or making a decision to sign up for something mentioned in the presentation. Different presentations can take different forms. For example, many commercially-orientated presentations that focus on materialistic goods often try to be entertaining and witty or amusing. The American Football Super Bowl commercials have a long-established reputation for this; the same is arguably true of commercials screened at any major sporting event around the world that attracts a large audience of viewers. (For example, the Rugby World Cup has humorous advertisements sprinkled between the games and at breaks such as half-time)
2. **Active** means you see the presenter live, either in a room or auditorium or perhaps through a virtual connection in a “direct” way (as opposed to, say, joining an anonymous podcast). During such presentations, it is not easy to leave inconspicuously without being perceived as rude, so you have to listen to and/or watch the presentation. Most likely, you will need to make a decision, express an opinion, or make a change based upon the presentation conclusion that is postulated by the presenter.

So, let’s focus now on you as the presenter. Regardless of your situation and audience, you will be challenged with effectively presenting information that ensures the clarity of your points, ensuring that your audience understands your message, and seeking a response from them that will achieve your goal. In a “passive” presentation, you strive to have your audience consume the presentation (whether reading, watching or listening) and come away with the intended result (for example, to be informed about your project). In an “active” presentation, your audience will be judging your presentation skills, your speaking capabilities and your

'performance'. Although you can't coerce people's thoughts or opinions, there are certain skills necessary for effective presentations that we hope will provide you with some confidence in your presentation delivery and your ability to successfully convey your message. We are not professional speakers; however, we do have a reasonable amount of experience in presenting to different audiences and we would like to offer what we hope are some helpful tips that you can take on board.

Let's look at these three areas:

1. You,
2. Your presentation, and
3. Where you will be presenting

All three factors can and will influence "the presentation experience" for your audience. Whether you are a "polished" and experienced speaker or you are a novice, here are some suggestions that can optimize your chances of a good outcome.

### **You**

- Review your material thoroughly – "know it" fluently and be confident as to how to deliver it.
- Ensure you are dressed and groomed in the manner appropriate to the presentation.
- When you speak, speak clearly; try speaking more slowly than usual, and keep to the point.
- Use pauses between sentences – they can be effective.
- Be animated and upbeat versus stoic and boring.
- Consider moving around as you present; use your hands to create emphasis.
- Use humour only if it is appropriate. (Remember that humour differs across the world, so pay attention to the cultures of the people in your audience.)
- Practice and 'time' the presentation to be certain that it fits the schedule – don't run out of time.
- If a mistake is found in your presentation, acknowledge it and move smoothly on.
- When you get a question from the audience, clarify the question and repeat it for the others.
- If you don't know the answer, say so.
- Ask a colleague to take notes for you for tracking any questions and follow-up items.
- Be culturally sensitive in your presentation - tailor it to the audience.

### **The Presentation**

- Explain to your audience at the start what you hope to achieve from your presentation.
- Summarize up front and conclude at the end. (Tell them what you're going to tell them, tell them, and then tell them what you told them.)
- Make your main points up front and support them in the conclusion of the presentation.
- Make your points in order of importance –descending order usually works well.
- If you are using slides, be consistent in the information mapping and slide layout.
- Keep the amount of text on slides to a minimum.
- If you are using slides, do not turn away from your audience and read from them.
- Spell check the presentation.
- Although video can be appropriate, keep animation to a minimum.
- Consider the use of simple "props" if they will help to make a point (e.g., to enhance visualisation).
- Try to anticipate questions and include that information where applicable.
- Use data (#,%, \$) when you can and provide the reasons "why".

- If any information is confidential, make that clear.
- Consider ways to encourage audience participation if appropriate – e.g., sprinkling questions and short “surveys” throughout your presentation that will give people the opportunity to express their opinions.
- Don’t forget to ask for questions at the end.
- If you are presenting external to your organization, obtain proper internal reviews prior to your presentation.

### **The Environment**

- Check the presentation venue (room, lecture theatre, etc.) ahead of time to ensure proper seating and that the speaker system and projector works. (If you cannot inspect it, ask for some photos.)
- Arrive early and acknowledge people as they enter the room.
- If you are using collaborative tools (e.g., websites or videos), have them ready early to ensure everything is working properly.
- Have a back-up of any key information in an offline format, just in case you cannot access the online information when you need it (i.e., be prepared!).
- Have copies of your presentation available or send them to attendees ahead of time, if appropriate.
- If you can, have questions sent to you in advance so you can answer or even them include in the presentation backup.

To those more experienced presenters reading this article, most of these suggestions are nothing new, but to those newer presenters, we hope these tips can make a difference in your presentation.

In summary, whether you are experienced or not, presentations are always a challenge. You can never guarantee your audience’s reaction, but you can take some measures to ensure a more positive outcome to your presentation.

## New Chapter Members!

At your earliest opportunity, please extend a warm welcome to the following new members of the PMI Lahore Chapter.

	PMI Id	Name	Organization	Join Date
1	376220	Mr. Ali Khan, PMP		17-Nov-2011
2	376948	Mr. Prashant H. Manapure, PMP	Tech Mahindra Ltd	02-Nov-2011
3	1060441	Mr. M Shahid Bashir, PMP	Tetra Pak Pakistan	28-Nov-2011
4	1138647	Mr. Muhammad Ashraf Khan	Al-Jubail Fertilizer Company, A SABIC Af	17-Nov-2011
5	1261276	Mr. Muhammad Umer, PMP	Descon Engineering Limited	17-Nov-2011
6	1557559	Mr. Muhammad Azeem Sadiq	Ministry of Interior, State Of Qatar	21-Nov-2011
7	1949082	Mr. Mazhar Amir Afsar	World Bank	21-Nov-2011
8	1999700	Ms. Hina Khan	AbacusConsulting Technologies	21-Nov-2011
9	2013096	Mr. Mian Abdul Waheed Alam	Wi-tribe	11-Nov-2011
10	2220199	Mr. Syed Qamar Abbas Bukhari	LinkdotNet-Mobilink	29-Nov-2011
11	2221058	Mr. Sohaib Zaman Khan	Yokogawa	09-Nov-2011
12	2222046	Mr. Irfan Malik	Panasian Group of Companies	29-Nov-2011
13	2222943	Mr. Sajjad Anwar		30-Nov-2011
14	2228815	Mr. Wajahat Iqbal	PMCL-Mobilink	14-Nov-2011
15	2230295	Mr. Usman Amin	Pak Arab Refinery Ltd	15-Nov-2011
16	2236271	Mr. Syed Ali Abbas	Pakistan Revenue Automation Pvt Ltd	11-Nov-2011
17	2240126	Mr. Zain-ul Islam	AL Barrak Industrial Services	16-Nov-2011

## New PMPs

Congratulations to following individuals in Lahore Chapter who recently achieved their PMP Certification



Sr.	Id	Name	Organization	PMP Date
1	2029603	Mr. Ahmed Ali Khan, PMP	Presson Descon Internation Limited	01-Nov-2011
2	2191284	Mr. Zeeshan Khalid, PMP	PAIR Investment Co. Ltd.	17-Nov-2011
3	2178186	Mr. Adeel Mushtaq, PMP	Fauji Fertilizer Company	21-Nov-2011
4	1588319	Mr. Fahad Qamar, PMP	Motorola	23-Nov-2011
5	2202606	Mr. Shafay Saleem, PMP	Mobilink GSM	28-Nov-2011
6	2196899	Mr. Zafar Ali, PMP	Mobilink GSM	28-Nov-2011

## Upcoming Events

### Risk Management Professional Certification Course

23-26 February, 2012

### PMP Certification Preparation Course

4, 5, 10 & 11 February, 2012

### Primavera P6 (102)

17-18-19 February, 2012

### Microsoft Project 2010

24-25-26 February, 2012

### PMI Lahore Project Management

## PMI Lahore's PMP Certification Test Preparation Course (Weekend Course)

### Course Deliverable

1. PMP® Exam Questions Booklets 1000+ QAs
2. PMI Lahore Resource Book
3. Participation Certificate by PMI Lahore Chapter as a Global Registered Education Provider (REP) of PMI
4. 35 Professional Development Units (PDUs) accepted by PMI, USA

### Course Fee

Course fee is 30,000/- per participant. PMI Lahore Chapter members will be provided discount of 3,000/- and for them the course fee is 27,000/- per participant.

### Upcoming Course

**4,5,10 & 11 February, 2012**

### Nomination may be sent to:

Farooq Afzal

Chapter Coordinator

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