



Workshop on Managing Multiple Projects:

(Prioritizing and Keeping Your Projects on Track and on Budgets)

March 16 – 19, 2026, 1st Run: Lagos & Port Harcourt

September 21 – 25, 2026, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

Available for In-plant Training

700 U\$D for foreign
Participants

Program Overview:

Managing cost in today's business environment require that we embark on a number of projects simultaneously.

Project managers these days have to contend with multiple projects all at once. These projects exist in three dimensions:

- 1- Task oriented projects
- 2- Independent projects
- 3- Interdependent projects

This program is designed to give leverage to project managers saddled with managing multiple projects at the same time.

For Whom:

Project managers at all levels handling multiple projects or preparing to manage multiple projects. A good knowledge in project management is a necessary pre-requisite to participate in this program.

Learning Objectives:

At the end of the program, participants will be able to;

- analyze multiple projects situations;
- prioritize among projects for effective project time scale;
- create realistic schedules using project management tools;
- manage through organizational problems; and
- develop measures in managing project crisis.

Course Outline:

Day 1: Multiple Projects Situation: Overview

- Benefits of managing multiple projects
- Categorizing project portfolio
- Building on Project management for single projects
- Requirements for task oriented and independent projects

Day 2: Challenges with Multiple Projects

- What are your individual project objectives?
- Priorities?

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogbagba Industrial Scheme, Ogbagba, Ikeja – Lagos

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Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Project sponsor?
- Corporate project management methodology
- Realistic project scheduling: Mission impossible

Day 3: Resource Management with Multiple Projects

- Getting organized
- Control management system
- Effective delegation
- Resource availability
- Matrix organization

Day 4: Success Strategies for Managing Multiple Projects

- How to analyze multiple project situations
- Clear project priorities
- Active project sponsors
- Project management methodology for multiple projects
- Designing realistic schedules
- Effective delegation

Day 5: Productivity Improvement strategy for Managing Multiple Projects

- Increase productivity: Learn the tools of PM
- Solve organizational problems
- Automate your PM tools
- Getting out of crisis
- Evaluate your strategies for results.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbagba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, &
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Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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