20**25**
COURSE CATALOG

KAIZEN

EMPOWERING GROWTH
THROUGH LEARNING
AND STRATEGY

246-231-5684
www.kaizen-barbados.com

Vision

Our vision is to provide our clients and students with access to our platforms and solutions for globally recognized training and certifications.

Mission

To support our students' life-long learning and professional development goals through engaging and realistic knowledge transfer experiences.

Welcome to the KLI Experience

Kaizen Learning Institute is a subsidiary of Kaizen Business Development Inc., a Barbadian-based business development consultancy, with experience in Project Management, Strategic Development Plans, Marketing, and Diagnostic Assessments.

Over our 13 years in existence, we have worked across many sectors, including tourism, renewable energy, financial services, and agriculture - and now we want to equip you to do the same!

Our courses are designed to prepare you for high-paying jobs across a number of fields, offering you the industry standard in certificate courses and training methodology.

PMP Exam Preparation
Project Management Professional

TRAINING DELIVERY

- 12 weeks | Mondays and Thursdays | 5:30 – 7:30pm | Zoom
- Tuition Fees: US$1,300.00 (payment plans are available)
- Expert tutors in private and public sector projects
- Immersive Online Simulator Labs
- Click Here to Register and Pay to start your journey

Course Roadmap

- **Domain 1 - People (14 tasks ● 53 enablers)**

    - Stakeholder Engagement
    - Communications

- **Domain 2 -Process (17 tasks ● 61 enablers)**

    - Ten (10) Knowledge Areas
    - Project Management Frameworks
    - Configuration Management & Traceability

- **Domain 3 - Business Environment (4 tasks ● 19 enablers)**

    - Project Integration
    - Benefits Realization
    - Change Management

Link to PMI's PMP Certification Guide Click Here

CAPM Exam Preparation
Certified Associate in Project Management

TRAINING DELIVERY

- 10 weeks | Tuesdays & Thursdays | 5:30 – 7:30pm | Zoom
- Tuition Fees: US$1,000.00 (payment plans are available)
- Expert tutors in private and public sector projects
- Online Labs and real-world tools
- Click Here to Register and Pay to start your journey

Course Roadmap

- **Domain 1 – Project Management Fundamentals (5 tasks ● 23 enablers)**
    - Project Management Frameworks
    - Project Roles and Responsibilities
    - RACI Matrix

- **Domain 2 – Plan Based Methodologies (3 tasks ● 12 enablers)**
    - Integration Basics
    - Scope, Schedule, Costs
    - Earned value

- **Domain 3 – Agile Frameworks & Methodologies (5 tasks ● 12 enablers)**
    - Components of Agile methodologies
    - Agile and iterative planning
    - Task management

- **Domain 4 – Business Analysis Frameworks (6 tasks ● 11 enablers)**
    - Stakeholder Communication
    - Requirements Gathering
    - Requirements Validation

Link to PMI's CAPM Certification Guide Click Here

Microsoft Project Fundamentals

TRAINING DELIVERY

- 5 weeks | Tuesdays & Thursdays |5:30 – 7:00pm |Zoom
- Tuition Fees: US$200.00
- Expert tutors in private and public sector projects
- Build practical skills that you can transfer into the field
- Click Here to Register and Pay to start your journey

Course Roadmap

- **Exploring the Microsoft Project Core Functions**

  - Task Management
  - Project Settings and Calendars

- **Preparation to Build a Project File**

  - Determining Work Packages
  - Estimate durations and cost
  - Resource assignment

- **Building the Project File**

  - Predecessor relationships
  - Creating summary and sub- tasks
  - Rolling Up to Control Accounts
  - Creating and managing the Work Breakdown Structure

- **Managing the Project in MS Project**
  - Setting Baselines
  - Tracking Progress and Variances
  - Re-calibrating the schedule
  - Reporting

Project Management Fundamentals
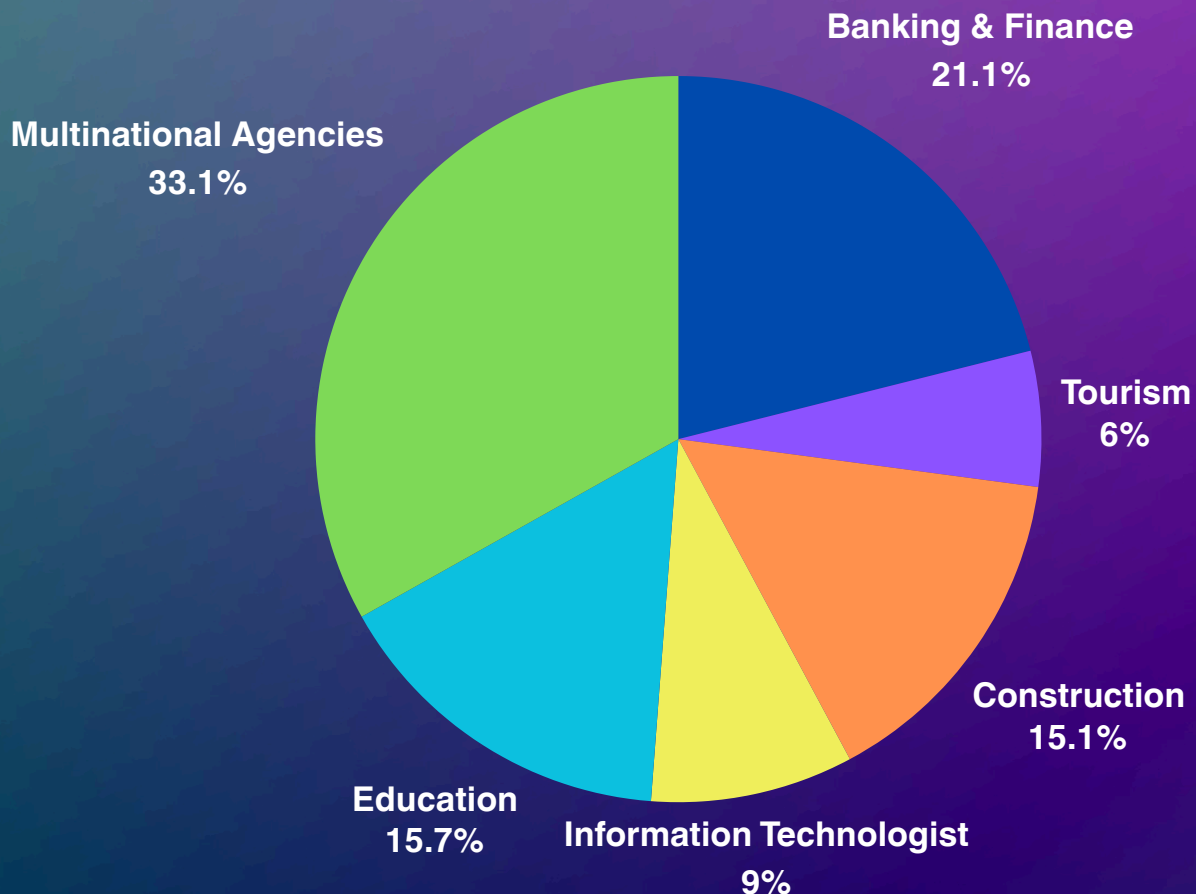
TRAINING DELIVERY

- 5 weeks | Tuesdays & Thursdays | 5:30 – 7:00pm | Zoom
- Tuition Fees: US$150.00
- Expert tutors in private and public sector projects
- Gold standard tools and templates
- Click Here to Register and Pay to start your journey

Course Roadmap

- **Introduction to Project Management Core Concepts**

  - Defining project management parameters
  - Project roles and responsibilities
  - Project practitioners' code of conduct

- **Planning and Managing the Seven Constraints**

  - Identify the seven constraints to project management
  - Creating plans for each constraint
  - The interconnectivity of each constraint

- **Issues Management**

  - The characteristics of issues
  - Creating an issue log and communication protocol
  - Issue resolution processes and procedures

- **Project Management Tools and Techniques**

  - Excel templates to simplify project management
  - Gantt charts
  - RACI matrix

Industry Expertise

Banking & Finance
21.1%

Multinational Agencies
33.1%

Tourism
6%

Construction
15.1%

Education
15.7%

Information Technologist
9%

Kaizen Learning Institute has facilitated over 2500 contact hours of training for our individual and corporate clients. Our clients report increased productivity and higher-quality outputs from their associates who have participated in the Kaizen learning experience.

IDB

bcci
BARBADOS
CHAMBER
OF COMMERCE
& INDUSTRY

BAPE
BARBADOS
ASSOCIATION OF
PROFESSIONAL
ENGINEERS

CIBC

MASSY
TECHNOLOGIES

C.O. WILLIAMS
GROUP OF COMPANIES

Contact Us

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