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TOOLS OF THE TRADE: DIGITAL PM ESSENTIALS

Start Date:	13/12/2026	**End Date:**	17/12/2026
Categories:	Digital Literacy	**Venues:**	Abu dhabi
Formats:	In Person	**Instructors:**	

OVERVIEW

This course introduces essential digital tools for modern project managers. Participants will gain hands-on experience with planning, collaboration, and reporting tools that streamline project delivery in hybrid and digital workplaces.

OBJECTIVES

By the end of this course, participants will be able to: – Use key digital tools like Trello, Asana, ClickUp, or MS Project for task tracking and workflow. – Set up dashboards, calendars, and Gantt charts digitally. – Collaborate with remote teams using cloud platforms. – Automate project communication and reporting tasks. – Choose the right tool for their context, team size, and project type.

COURSE OUTLINE

1- Overview of Today’s PM Tech Stack 2- Planning & Tracking: Gantt Charts, Kanban, and Task Boards 3- Team Collaboration & Communication Tools 4- Reporting Dashboards and Automation Features 5- Choosing, Customizing, and Scaling Your Toolset

TARGET AUDIENCE

All Supervisory Levels, Project coordinators, planners, PMs, and team leaders looking to digitize and streamline their project operations.

METHODOLOGY

Live demos, tool comparison labs, task setup practice, collaborative board simulations, and automation walkthroughs.

CONCLUSION

Participants will leave with real-time experience using tools that help them plan, manage, and report on digital projects efficiently.

DAILY AGENDA

Day 1: Know the Stack

Explore the best-in-class tools available for project delivery.

Day 2: Plan Digitally

Use task boards, timelines, and calendars to map your project.

Day 3: Work as a Team

Collaborate on platforms that support messaging, sharing, and sync.

Day 4: Automate the Routine

Save time by automating reporting and repetitive updates.

Day 5: Build Your Toolkit

Choose and set up a toolset that fits your team and workflow.

For more information, please contact us:
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