

YPP

YOUNG PROFESSIONAL PROGRAM – LEADERSHIP MANAGEMENT

Develop Your Careers

Who can do?

- Intermediate can also join with have 2 years of market experience
- Final year Graduate program may also be a part of this YPP
- People who are looking to enhanced their skills in terms of leadership management.
- Interested people who would like to get these specialization, which may develop them for local and international market

100,000+ Students
have been Trained

since
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Program is
offered by

3D EDUCATORS
22 Years of
Excellence in
Training &
Development
INT

Invest in
People the
only Asset
that Appreciates



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There are number of students who are studying in the universities and trying to make their career professional world. Unfortunately, when they have completed their studies they cannot be able to get appropriate job, because usually the curriculum that they have been studied, it now out of market and the industry is moving towards to industrial revolution 4 and 5. As far as concerned respect to emerging technologies, which is bundling with industrial revolutions 4 and 5 their systemic methodologies are now entirely changed. They are working & using most precise, effective, and robust result oriented techniques and methodologies. Same as Managers cannot survive without knowing of technical or emerging technologies on some extent. So, we need technical or we can say that techno-managers required, who can understand the recent and advanced technologies and able to deliver according to the requirements.

To finding the gaps on this issue, we can sorry to say that; right now it is a huge gap between the industry & Academia, and now this gap is so much broader or wider, and cannot be filled at this stage, because it takes too much time to upgrade and requires involvement of various stakeholders from public and private sector to redefine a new curriculum, where also need updated faculties who can deliver, which is impossible with recent scenarios.

So there is only one thing to fill this gap that we can enable our students who can be able to perform and knowing about recent and emerging technologies & methodologies. So according to aforementioned problem Young Professional Program - Management Leadership YPP has been designed, which develops the necessary skills to perform in the recent environment.

The research and gap analysis is done by Dr. Muhammed Shaheer Waqar (PhD, MS, MBA, MSc), who is also educationist as well as the consultant in the field of IT and Management. This YPP is designed for intermediate passed candidates with at least 2 years of market experience, and those candidates who are studying in the last year of graduation from any discipline. This program is also feasible for those who are just graduated and cannot be able to get a good & appropriate job in the market so they people can also join this program and enhance their skills according to the recent requirements and get best of the best opportunity in Global world.

YPP has 12 major subjects, where each subject differs in credit-hours. The content and courses shall be changed according to needs and requirement of industry by time to time. But it is ensured that these courses will enhance the skills, knowledge of the candidates and help out to boost their career.

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Program Benefits to:

INDIVIDUALS

- Who are working in the organization and would like to develop their skills with respect to leadership & management, especially on managerial side

INTERMEDIATE PASSED / GRADE 12 WITH TWO YEARS EXPERIENCE

- Learn and develop career in your required fields

UNIVERSITY GRADUATES OR LAST YEAR CANDIDATES

- Final year students from any university

PASSED CANDIDATE (GRADUATION)

- People who have completed their graduation, but cannot get appropriate job, so they may also join this program to enhance their skills and accredited certification.

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Inauguration

The YOUNG PROFESSIONAL MANAGERIAL LEADERSHIP Program will be inaugurated by a senior member of 3D-EDUCATORS.

Program Structure

Total Courses	12
One Credit Hour	10 Learning Hours
Total Credits Required to complete the YPP	25.2 Credit Hours
Per Course Certification	Possible
Total Hours	252 Hours
Total Duration	One Year

ENROLLMENT

Onetime enrollment is required to start the professional diploma of Young Professional Leadership & Management, Program once candidate completes 12 courses then S/he is eligible for Diploma from Concerned Body or 3D EDUCATORS.

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FURTHER BENEFITS OF THE PROGRAM

- Organization's management required strategic thinking at all levels of management, this YPP encourage the managers for betterment of the organization.
- Individuals like to increase their profile with better career, this YPP program also give the clear and right direction to select the right pathways.
- The training & development culture introduced and increased at the all level of organization.
- The program helps to motivate teams and build their capabilities according to the requirement.
- It will boost the culture in the organization to transfer skills from people to people.
- Stakeholders assure that work shall be completed in time and targets would also be achieved.
- New Projects emerged by the managers for more productivity.

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OTHER LEARNING ACTIVITIES:

Practical Assignments for each Course	1
Learning Activities in each course	1
For Applying YPP Certification Final Presentations Shall be given by Each Trainee of at Least TWO HOURS	1
For Applying YPP Question Answer Session one hour	1
One Final Project Submitted by Each Trainee of in Hard and soft Form (Two Copies)	1

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PROGRESSION OF THE PROGRAM

YOUNG PROFESSIONAL LEADERSHIP & MANAGEMENT

Total Credentials	=	25.2 Credit Hours
One Credit Hours	=	10 Learning hours
Completion of 12 Courses	=	Eligible for YPP Final Certification of Leadership and Management
Final Assessment		The criteria is to develop the provided assignments on the basis of course.

Awarding of Young Professional Program – Leadership & Management

Once the participants shall achieve 12 Courses Credits-hours, then S/he will be able to apply to receive the YPP Young Professional Program - Leadership & Management from concern Body or 3D EDUCATORS.

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S.No	Course ID	Course Name	Course Hours
1	YPP1001	CAPM - Certified Associate in Project Management	24 Hours
2	YPP1002	MS Project	12 Hours
3	YPP1003	SCM - Supply Chain Management	48 Hours
4	YPP1004	Certified Associate in Human Resource Management	16 Hours
5	YPP1005	ISO 9001 Quality Management System Lead Implementation	16 Hours
6	YPP1006	ISO 14001 Environmental Management System Lead Implementation	16 Hours
7	YPP1007	ISO 45001 / OHSAS 18001 Health Safety Environment	16 Hours
8	YPP1008	Six Sigma Yellow Belt	16 Hours
9	YPP1009	CAMP - Certified Administrative Management Professional	32 Hours
10	YPP1010	Business Communication Skills	16 Hours
11	YPP1011	CAM - Certified Associate Marketer	16 Hours
12	YPP1012	Internal Auditing	24 Hours
Total Hours			252 Hours

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COURSE ID YPP1001: CERTIFIED ASSOCIATE PROJECT MANAGEMENT (CAPM) -24 PDUS

- Introduction to Project Management
- The project management context
- Project management knowledge areas
- Project Initiation Process Group
- Project Planning Process Group
- Scope management
- Communication Management
- Project Planning Process Group
- Time Management
- Cost Management
- Project Planning Process Group
- Time Management [Activity Duration Estimation, Critical Path, Develop Schedule]
- Cost management [Cost Budgeting]
- Quality Management
- Project Planning Process Group
- Risk Management [Risk Management planning, Risk Identification, Qualitative, Quantitative and Risk Response Planning]
- Procurement Management [Plan Purchase & Acquisition, Plan Contracting]
- Execution Process Group [Team Acquiring, Complete Project scope, Requested Changes, Information Distribution]
- Controlling process Group (Scope Verification, Integrated change control
- Execution Process Group [Team Management, Quality Assurance, Select Seller response, Select Seller]
- Controlling Process Group [Scope Control, Cost Control, Schedule Control]
- Closing Process Group
- Contract Closing
- Closing Projects
- Professional Responsibility
- Closing Process Group Test

This Certificate also enabled you to give the International PMI Exam as well

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COURSE ID YPP1002: MS PROJECT

- Introduction
- Fundamentals of Project Management Establishing the Project & Coding Structures
- Project Management Frame Work
- Scope Management
- Time Management
- Cost Management
- Resource Management
- Planning & Scheduling
- Project Tracking
- Project Report

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COURSE ID YPPI003: SUPPLY CHAIN MANAGEMENT

Module I

1. Basic concept of Supply Chain Management
2. Inventory Management:-
 - Inventory Control (b) Order Quantities
 - Demand Analysis
 - Independent Demand Analysis
 - Ordering System
 - Forecasting

Module II

3. Materials Management:-
 - Production Planning
 - Master Scheduling
 - Materials Requirement Planning
 - Capacity Management
 - Production Activity Control

Module III

4. Logistics:-
 - Transportation – Rail, Road, Sea and Air
 - Warehousing Management
 - Reverse Logistics
 - Presentations on VMI, 3rd Party Logistics and Postponement

Module IV

5. Understanding Supply Chain Management
6. Suppliers Relationship Management
7. Supply Chain Performance
8. Achieving Strategic Fit
9. Supply Chain Drivers and Obstacles

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COURSE ID YPP1003: SUPPLY CHAIN MANAGEMENT

Module V

- 10. Customers Relationship Management
- 11. Pricing and Revenue Management in Supply Chain Management
- 12. Coordination in Supply Chain Management
- 13. Sales and Distribution

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COURSE ID YPP1004: CERTIFIED ASSOCIATE HUMAN RESOURCE MANAGER

This Area provides a detail of Human Resource Management. It covers theory, process and practice of the four fundamental HR management skills: Basics, Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals will cover.

Course Content:

- UNIT 1: BASIC OF HRM
- UNIT 2: HRM STRATEGIES
- UNIT 3: HRM POLICIES
- UNIT 4: JOB ANALYSIS
- UNIT 5: RECRUITMENT & SELECTION
- UNIT 6: PERFORMANCE MANAGEMENT & APPRAISALS
- UNIT 7: TRAINING AND CAREER DEVELOPMENT
- UNIT 8: MOTIVATION & REWARDS

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COURSE ID YPP1005: ISO 9001 QMS LEAD IMPLEMENTATION

1. TERMS AND DEFINITIONS
2. CONTEXT OF THE ORGANIZATION
3. LEADERSHIP
4. PLANNING
5. SUPPORT
6. OPERATION
7. PERFORMACNE EVALUATION
8. IMPROVEMENT

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COURSE ID YPP1006: ISO 14001 EMS LEAD IMPLEMENTATION

- Introduction to ISO 14000 Management Standards
- Introduction to the ISO Registration Process
- Determining your EMS Goals - What Do You Want to Accomplish?
- Developing an ISO Implementation Plan
- Environmental Planning - Identifying Legal Requirements, Aspects, Impacts, Objectives and Targets
- Developing and Controlling Environmental Management System Documentation
- Incorporating your Environmental Compliance Programs into an ISO 14001 Management System
- Establishing an Internal Audit Program and Corrective Action Procedures
- Auditing Tips for the ISO 14001 Internal Auditor

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COURSE ID YPP1007: ISO 45001 HSE LEAD

- Background and fundamental concepts
- Terms and Definitions
- Context of the Organization
- Leadership and worker participation
- Planning
- Support
- Operation
- Performance evaluation
- Clause by clause interpretation
- Implementation and Operation
- Hazards and Risk Assessment
- Emergency preparedness and response
- OHSAS Audit Process and requirements
- OHSAS & EMS differences and similarities

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COURSE ID YPP1008: CERTIFIED LEAN SIX SIGMA – YELLOW

I. Why Six Sigma?

- a. Definition and Graphical View of Six Sigma
- b. Comparisons Between typical TQM and Six Sigma Programs
- c. Origins and Success Stories

II. How to Deploy Six Sigma?

- a. Description of the Roles and Responsibilities
- b. Project Focus
- c. Overview of DMAIC Methodology

Six Sigma Yellow Belt certification provides an overall insight to the techniques of Six Sigma, its metrics, and basic improvement methodologies. Students will learn how to integrate Six Sigma methodologies for the improvement of production and transactional systems to better meet customer expectations and bottom-line objectives of their organization. It provides an introduction to process management and the basic tools of Six Sigma, giving employees a stronger understanding of processes, enabling each individual to provide meaningful assistance in achieving the organization's overall objectives.

Yellow Belt Certification Overview

Our Yellow Belt Certification Course covers the following topics:

- Six Sigma Implementation and Management
- Six Sigma Goals and Metrics
- Creating Customer Driven Organizations
- Training for Six Sigma
- Six Sigma Teams
- Selecting and Tracking Six Sigma Projects

What does it cover?

Yellow Belt Certification Requirement

- Successful passing of 5 online exams with a 70% or higher
- Program completion within 1year (extensions available)

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COURSE ID YPP1009: CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

DOMAIN 1: OFFICE PROCEDURES

- Chapter 1: Overview of Office Administration/Secretarial Duties
- Chapter 2: Daily Routine of an Administrative Assistant/Secretary
- Chapter 3: Effective Use of Telephone, Handling of Latest Features of Telephonic System
- Chapter 4: Mail Service and Shipping
- Chapter 5: Travel Arrangement
- Chapter 6: Meeting Arrangements
- Chapter 7: Time Management
- Chapter 8: Filing and Record Keeping / E -Filing

DOMAIN 2: OFFICE EQUIPMENTS AND COMPUTERS OPERATIONS

- Chapter 9: Office Equipment's handling and its Proper Usage
- Chapter 10: Effective use of Mobile Apps, widgets
- Chapter 11: Computer Operating System
- Chapter 12: OPEN Applications/Software on Internet and its usage
- Chapter 13: Emails and Drafting
- Chapter 14: Use of Internet in Office Administration
- Chapter 15: Online Conferencing through Electronic System
- Chapter 16: Physical and Electronic Security Awareness
- Chapter 17: Basic Computer Troubleshooting
- Chapter 18: Office Ergonomics

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COURSE ID YPP1009: CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

DOMAIN 3: WORD EDITOR, SPREAD SHEETS & E –PRESENTATION

Chapter 19: Word Editors
Chapter 20: Spread Sheets
Chapter 21: Presentation Development Software
Chapter 22: Open Office Features and its usage
Chapter 23: Publishing Management Software
Chapter 24: Text Editor
Chapter 25: Email POP Software Usage
Chapter 26: Web Applications
Chapter 27: Search Techniques and Usage

DOMAIN 4: UNDERSTANDING OF ENGLISH/FRENCH LANGUAGE

Chapter 28: English/French Grammar
Chapter 29: Language Usage and Style
Chapter 30: Common Problems in English/ French Language
Chapter 31: Punctuation and Spelling
Chapter 32: Numerals

DOMAIN 5: COMMUNICATION SKILLS

Chapter 33: Effective Business Letters
Chapter 34: Memos, Drafts and Replies of Letters
Chapter 35: Other Written Communications skills
Chapter 36: Understanding of Legal Documents
Chapter 37: Understanding of Contracts/Agreements/MOUS, Etc.
Chapter 38: Developing Contracts/Agreements/MOUS, Etc.
Chapter 39: Interpersonal Skills
Chapter 40: Effective Presentation Skills

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COURSE ID YPP1009: CERTIFIED ADMINISTRATIVE MANAGEMENT PROFESSIONAL

DOMAIN 6: BASICS OF FINANCE

- Chapter 41: Basic Accounting and Book Keeping
- Chapter 42: Measuring and Monitoring Expenses
- Chapter 43: Handling of Petty Cash
- Chapter 44: Handling of Daily Expenses
- Chapter 45: Developing Daily Expenditures Sheets

DOMAIN 7: CAREER GROWTH

- Chapter 46: What's next?
- Chapter 47: How to develop Effective Resume and Job Application
- Chapter 48: Interviewing Skills

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COURSE ID YPP1010: BUSINESS COMMUNICATION

The ability to communicate effectively is important in professional life. This course develops skills in writing reports and short business documents, working cooperatively in teams, and presenting group projects. It also provides an overview of communication theory and an insight into the processes of professional communication. After completing this course, you will be able to:

- Understand the communication process in professional contexts
- Explain the communication process and barriers to successful communication.
- Analyze the requirements of different communicative tasks in terms of key purposes and audience expectations.
- Understand body language and other Non-verbal communication aspects
- Structure ideas logically and persuasively, using appropriate supporting evidence.
- Participate in oral presentations and group work
- Produce written professional documents, memos, letters, problem solving reports, and executive summaries.
- Become a good listener
- Apply these principles to win your customers
- Presentation Skills
- How to make effective speaking Skills

The bottom line is that listeners don't care what you do. They care about what you can do for them. Participants learn to talk in terms of results, feelings, benefits, outcomes, and ideas. They learn to imagine audience members with signs on their foreheads that read: "So What? What's in it for me? Time is thus allotted to the content, relevancy, and organization of the presentation. Emphasis is put on creating presentations that contain specific content for specific audiences. Participants discern, and are provided with a comprehensive checklist of, over 25 criteria used in a proper audience analysis.

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COURSE ID YPP1011: CERTIFIED ASSOCIATE MARKETING –

Introduction

Brief overview of the history of marketing as it developed into a business science; a review of the key points in marketing ethics.

Consumer Behavior (Purchaser)

Examines the consumer from both a sociographic and psychographic perspective; what are the key demographics of the purchaser along with the purchase decision process.

Marketing Research (Positioning)

Describes the basics of market research survey methodology with emphasis on sampling and questionnaire design; also examples of how research is applied in marketing today.

Product Development

How products are created and marketed with emphasis on package design. Other topics include the product life cycle curve, why products fail, the role of the brand/product manager and writing an effective marketing plan. Services Marketing (People Selling) Looks at the developing techniques of marketing services-oriented business, with focus on the services mix concept.

Pricing Strategy

How product pricing is determined from both a company and consumer perspective; also the different types of pricing used by marketers.

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COURSE ID YPP1011: CERTIFIED ASSOCIATE MARKETING –

Advertising (Promotion)

Explores the creative world of mass advertising, specifically, how ads are created and the process of media placement. Also covered is the need for effective sales promotion and good salespeople. Also how public relations fits into the any promotion campaign.

Distribution (Placement)

Details the distribution channels moving products from the factory to the purchaser with special emphasis on retail and wholesale distribution.

Global Marketing (Politics & Protectionism)

Why international marketing is growing in importance; the good and bad points of international marketing with emphasis on direct/indirect types of global marketing. Also examined in detail is the Israeli market.

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COURSE ID YPP1012: INTERNAL AUDITING

- What is Internal Audit
- Scope of internal Audit
- Types of Audit
- Global Framework of Internal Audit
- Understanding of IPPF
- Standards of IIA
- Role of Board, Audit Committee
- Role of Ethics Committee
- Role of Auditor
- Code of Conducts

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TERMS & CONDITIONS

WITHDRAWAL FROM THE YOUNG PROFESSIONAL PROGRAM - YPP

Students are not allowed to withdraw from the YPP. If a student cannot continue the YPP fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION/DIPLOMA/YPP – class participation, submission of assignments, quizzes and exercises.

The student will be examined through exams conducted by 3D. Total marks for passing the CERTIFICATION/DIPLOMA/YPP will be 70 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION/DIPLOMA:

A	B+	B	C+	C	F
87-100	81-86	72-80	66-71	60-65	Below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D EDUCATORS and their partners reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

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