

# THURSDAY TRAINING

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**d'madd**

Digital Maldives for  
Adaptation, Decentralization  
and Diversification





# Navigating New Horizons

The DMADD team carries out monthly workshops named 'ThursdayTraining'. These short trainings aim to facilitate knowledge sharing among its members. The sessions are planned to be conducted on the last Thursday of every month.

The primary objective of these workshops is to enhance mutual understanding and upskilling among team members, ultimately contributing to the achievement of the project's overarching goals. The D'MADD team will share insights related to their work as well as have the chance to impart valuable experiences and life lessons that could benefit the entire team.

This initiative not only promotes professional growth but also strengthens the bonds within the DMADD team, setting a positive tone for collaborations and teamwork.



**Dr. Ibrahim Waheed**  
Project Manager



**Ahmed Haleem**  
Communications Specialist



**Ahlam Abdul Sattar**  
Finance Management Specialist



**Shama Ahmed Rasheed**  
Procurement Specialist



**Fathimath Shafa Hussain**  
Project Officer



## Working Smart

25th January 2024

The session commenced with Dr. Waheed's presentation on "Working Smart". He explained



What should you do in the next 10 days?

- Show up
- Be patient
- Be humble
- Have a plan
- Set your goals
- Be willing to fail
- Learn from failure
- Develop good habits
- Have a beginner's mindset
- Surround yourself with winners
- Be the hardest worker in the room

various techniques we could use to get tasks completed by being organized.

Working smarter is about optimizing your efforts to achieve maximum productivity and success. This involves strategic planning, continuous learning, and maintaining a disciplined approach to your tasks. Below are key principles and actionable steps to help you work smarter.

- **Show Up:** Consistency is crucial. Make it a habit to show up every day with determination and a positive attitude.
- **Be Patient:** Understand that success takes time. Patience allows you to stay focused and persistent through challenges.
- **Be Humble:** Maintain humility in all your endeavors. This keeps you open to learning and growth.
- **Have a Plan:** Plan your weeks and days in ad-

vance. A clear plan provides direction and helps you stay organized.

- **Set Your Goals:** Define specific, achievable goals. This gives you a clear target to work towards.
- **Be Willing to Fail:** Accept that failure is part of the process. Use it as a learning opportunity to improve.
- **Learn from Failure:** Analyze your setbacks and extract valuable lessons from them.
- **Develop Good Habits:** Cultivate habits that support your goals and enhance your productivity.
- **Have a Beginner's Mindset:** Stay curious and open to new ideas. This mindset fosters continuous learning and adaptability.
- **Surround Yourself with Winners:** Build a network of high achievers who inspire and motivate you.
- **Be the Hardest Worker in the Room:** Strive to put in the most effort. Hard work often leads to success.



Work Smarter





### Actionable Steps:

- **Plan Out Your Weeks and Days in Advance:** Use a planner or digital tool to schedule your tasks and activities.
- **Turn Off Notifications for Useless Apps:** Minimize distractions by disabling unnecessary notifications.
- **Find Tasks to Eliminate:** Identify and remove tasks that do not add value to your goals.
- **Use Do Not Disturb on Your Phone:** Set your phone to “Do Not Disturb” mode during focused work periods.
- **Invest in Learning:** Continuously seek opportunities to learn and improve your skills.
- **Automate Tasks:** Use technology to automate repetitive tasks, freeing up time for more important work.
- **Don’t Multitask:** Focus on one task at a time to ensure quality and efficiency.
- **Do Important Work Only:** Prioritize tasks that have the most significant impact on your goals.
- **Become More Organized:** Keep your workspace and digital files organized to enhance productivity.
- **Limit Checking Emails:** Set specific times to check and respond to emails to avoid constant interruptions.
- **Measure Results, Not Time:** Focus on the outcomes of your work rather than the time

spent.

- **Write Things Down:** Keep a journal or notes to track ideas and tasks, reducing reliance on memory.
- **Work in Blocks:** Use time-blocking techniques to allocate specific periods for focused work.
- **Relieve Stress:** Incorporate stress-relief activities into your routine to maintain mental well-being.
- **Do Difficult Tasks First:** Tackle challenging tasks when your energy and focus are at their peak.
- **Stick to a Routine:** Establish a consistent daily routine to build momentum and discipline.

### Conclusion

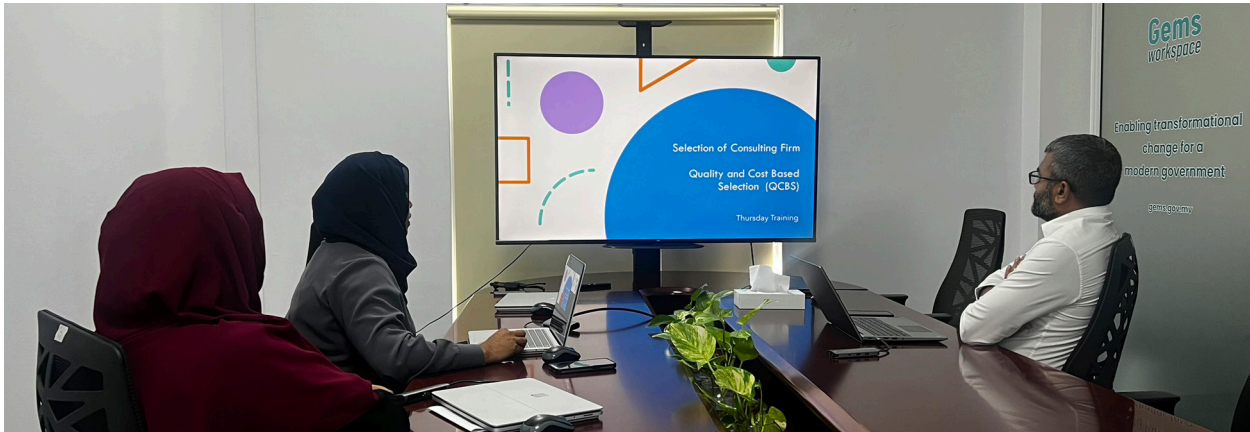
By incorporating these principles and steps into your daily routine, you can work smarter, not harder. This approach will help you achieve your goals more efficiently and effectively, leading to greater success and personal satisfaction.



**Dr. Ibrahim Waheed**

Project Manager

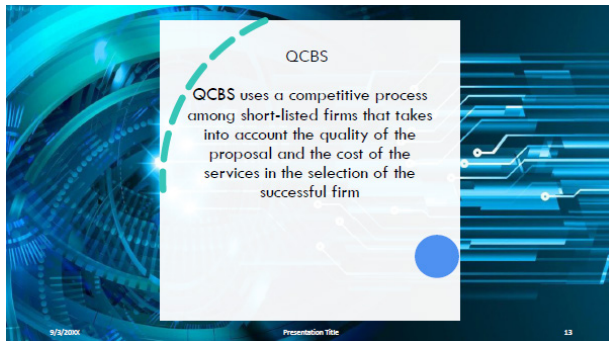




## Quality and Cost Based Selection IQCBS

25th January 2024

Ms. Shama explained about selection process practiced by the World Bank. The focus was on Quality and Cost Based Selection for Consultancy Firms. The presentation helped the team to understand the process that will be beneficial to the upcoming consultancy bases works for the project.



Areas that were covered include the 5 main considerations guide the Bank's policy on the selection process such as :

1. The need for high-quality services,
2. The need for economy and efficiency,
3. The need to give all qualified consultants an opportunity to compete in providing the services financed by the Bank,
4. The Bank's interest in encouraging the development and use of national consultants in its developing member countries, and;
5. The need for transparency in the selection process.



The presentation also covered areas such as conflict of Interest and explain how conflicts can occur unknowingly the project team.

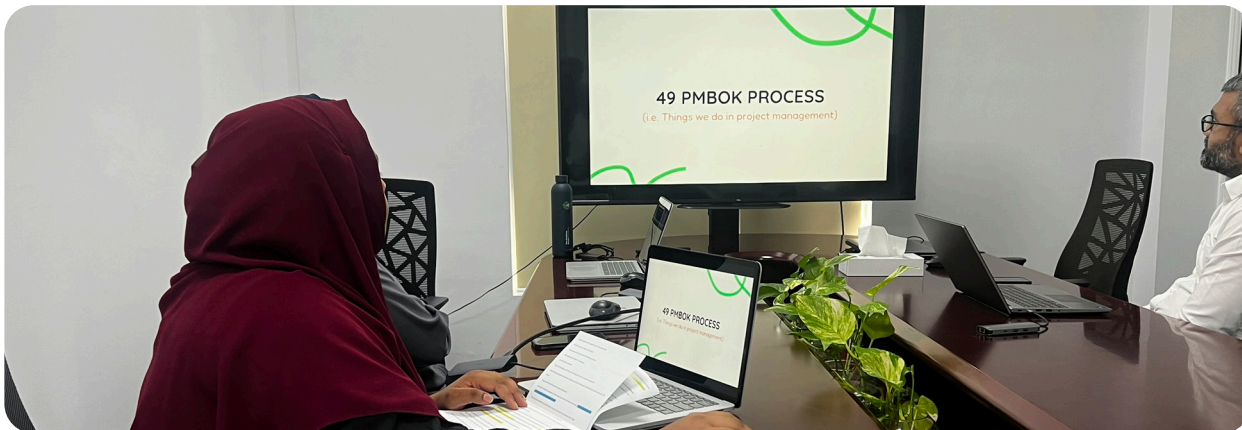


A) Conflict between consulting activities and procurement of goods, works or services: A firm that has been engaged by the Borrower to provide goods, works, or services (other than consulting services covered by these Guidelines) for a project, and each of its affiliates, shall be disqualified from providing consulting

Various other concepts were explained in detail. You can view the presentation on the teams Thursday Training Library.



**Shama Ahmed Rasheed**  
Procurement Specialist



## PMBOK

25th January 2024

The training session was focused on providing a comprehensive understanding of the 49 PMBOK (Project Management Body of Knowledge) processes.

. The session was divided into the following key topics:

- An overview of the processes involved in project management.
- A deep dive into the 49 PMBOK processes.
- Detailed discussion on processes in 4 key knowledge areas: Integration, Scope, Communications, and Procurement.

The session started with an introduction to the concept of a process in the context of project management, followed by examples of various processes such as developing a schedule, estimating costs, defining scope, acquiring resources, and identifying risks.

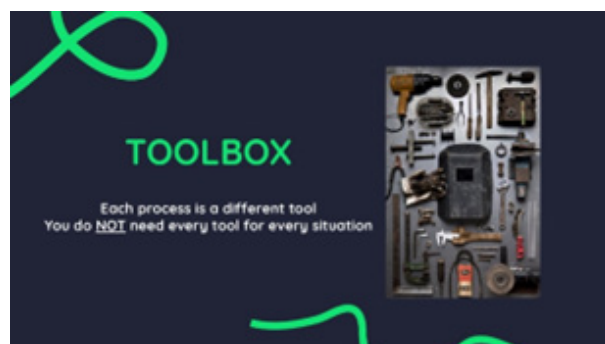
The participants were then introduced to the concept of ITTOs (Inputs, Tools & Techniques, Outputs) that each process has. The processes were further categorized into 5 Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, Closing) and 10 Knowledge Areas (Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement, Stakeholder Management).

The session also emphasized that while there are numerous processes, not every process is needed for every situation. Each process is a different

tool in the project management toolbox.

The training concluded with a detailed discussion on processes in 4 key knowledge areas: Integration, Scope, Communications, and Procurement. Each of these areas was explored in detail, with an explanation of the processes involved and their significance in project management.

Overall, the training session was a comprehensive guide to understanding and implementing the 49 PMBOK processes in project management. It was an enlightening experience for all participants, providing them with the tools and knowledge to effectively manage their role in the project.



**Fathimath Shafa Hussain**  
Project Officer