

Workshop Summary

This Workshop recognises that many non-project specialists have to manage projects as part of their role and introduces a step-by-step process to ensure that all basic principles and functions for success are completed.

Who Should Attend

Managers, team leaders and other professionals who need an introduction to best practice in project management.

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Identify the benefits of good project management
- Understand the importance of the project life cycle
- Specify roles and responsibilities of key players
- Apply the principles of project planning, scheduling and estimating
- Recognise the importance of project monitoring and control techniques
- Review and evaluate the success of projects
- Practice the people skills of project management
- Manage projects with confidence

Workshop Contents

- Project Life Cycle
- Project Manager's Role and Responsibilities
- Project Definition and Terms of Reference
- Resource Planning
- Budgets
- Contingency Planning and Risk Analysis
- Monitoring and Control
- Reporting Systems
- Critical Success Factors
- Work Breakdown Structure
- Critical Path Analysis and Network Diagrams
- Computer Software Tools
- Human Aspects of Project Management

Follow Up Workshops

People Management Skills (MD2); Team Building for Top Performance (MD3); Negotiating Skills – How to Achieve a "Win-Win" Outcome Every Time (MD5); Coaching for Performance and Development (MD7); How to Influence and Persuade Others To Get Things Done (MD8); Managing Concise and Effective Meetings (MD10)

Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.

Dates On Application

Fee £695 + VAT

This workshop has been Endorsed by the Institute of Leadership & Management. If you would like to register for an ILM certificate of attendance, please enquire for further details.

