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Project Management Overview Session

A One Day Overview

*This course can be customised to meet
your specific needs. Contact us
events@projectagency.com*

Project Management Training

Objectives:

At the end of the workshop you will:

- ❑ understand the need for a consistent approach to project management within your organisation
- ❑ be able to use some of the project management tools and techniques on projects as well as day to day work
- ❑ use a project management approach on your projects when you return to work

This course is for anyone who is:

- new to project management and wants to develop their project management skills
- in a project admin' support role who wants to develop their project management knowledge and skills
- in a project management team
- wants a one day refresher

Methodology:

You will be involved in a range of activities;

- individually
- in pairs
- in groups

There will be discussions as well as individual action planning.

You will revive your own course handbook and access to some free downloads

Project Management Training

Workshop Outline

We set out below the content of the workshop. Please note that the exact detail will depend upon what issues are relevant. Treat what is written as a guide.

We will start at 9.30 finishing at approximately 4.30 p.m. Breaks will be taken at convenient times throughout the day.

Topics we will address include:

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- What is project management?
- Using a project management framework to manage out problems and build in consistency
- Identifying project objectives – a key issue in projects
- Stakeholder and risk management
- What is your role in projects – identifying the various roles you can play in projects

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- Some project planning tools – using a range of techniques to manage your projects
 - work breakdown
 - developing charts
 - milestones
- Project monitoring and control
- Closing projects – ensuring that projects closer takes place

4.30 Close of programme

The day will be a mix of:

- individual activities
- case studies
- group work
- discussions

Full course notes will be provided

Linked training: take a look at our e-learning suite of programmes which complements this course - www.projectagency.co.uk/elearning