

Academy of Training

Project Management Workshop

Objective

The aim of this two-day workshop is to assist project managers, team leaders, project team members and other key staff in developing all the key skills required for successful project management.

Following the project life-cycle, participants will be introduced to all the techniques for effective planning, implementation and control of their projects within the guidelines and procedures approved by their own organisations.

They will also learn key communication and influencing skills essential for presenting themselves, their projects and working successfully with managers, colleagues and other stakeholders associated with their projects.

Prime Audience

Project managers, team leaders, project team members and other key staff
Seeking to develop all the technical and people handling skills required for successful project management.

A core content is offered with the flexibility to adapt to particular audience needs. However, it should be noted that training in the use of computer software such as Microsoft Project does not form part of this programme.

Content

Topics covered in the workshop include:

- Project Management and best practice – PRINCE2, AGILE and PMBOK
- Skills for successful project management
- Project life cycle
- Developing project mission, goals and objectives
- Pre-planning - the critical first step
- Project planning, scope and charter documentation
- Using work breakdown structures
- Estimating and scheduling project work
- Using Gantt charts, network diagrams and other tools
- Project monitoring and control
- Risk identification and risk management plans
- Project communication and ongoing review plans
- Tips for avoiding project headaches
- Presenting yourself and your project
- Managing project working relationships
- Managing threats to time, cost and scope.

The workshop is highly practical. Instead of using simulated scenarios, participants will work on live projects drawn from their own work environment.

