

Project Management Essentials

The ability to effectively and efficiently manage resources, people, budgets and time is an essential workplace skill for all frontline managers, team leaders and supervisors. In today's workplace, project management skills have become a core skill set for everyone involved in the process of work.



This program provides a comprehensive introduction to the key elements of project management and, the hands on approach ensures participants complete the program with immediately useable processes, techniques and tools!

Learning Outcomes

On completion of this workshop, participants will be able to:

- Identify the stages of a project
- Recognise the roles & responsibilities of the project manager and project team
- Develop skills in planning and control
- Identify & use the most appropriate PM tools and techniques
- Understand risk management
- Communicate effectively with all team stakeholders.

Duration

This program is delivered over 2 x 3 hour modules with a module each week giving the participant time to apply their learning in between.

Your facilitator will offer up to three months of telephone and email support after the course!



"To solve big problems you have to be willing to do unpopular things."

Lee Iacocca

Content

- Project life cycle and phases of a project
- The importance of project scoping
- Roles and responsibilities of a project teams and the project manager
- Components of project planning
- Monitoring & controlling projects
- Communication skills
- Tools and techniques
- Quality and risk management
- Closing the project

Target Audience

This program is designed for frontline managers, team leaders, supervisors and anyone responsible for work processes and who need to learn and immediately apply the basics of project management.