



## Project Management Essentials

*'Make it Happen on Time and on Budget for Your Project's Success'*

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

**Project Management Essentials** is the ability to effectively and efficiently manage resources, people, and budgets. 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!

### You Will Discover:

- The Project life cycle and phases of a project to keep it on track and moving forward
- The vital importance of project scoping and how to get it right
- Roles and responsibilities of a project team and the project manager
- The successful components of project planning
- Monitoring & controlling projects to ensure you deliver
- The communication skills that you need to know to minimise resistance and maximize results
- Tools and techniques used by the top project managers in the world today
- Quality and risk management and simple tools to help you get this right
- Closing the project successfully

### Participant Outcomes

At completion of this workshop you will be able to:

- ✓ To identify the stages of a project to keep it on track
- ✓ Recognise the roles & responsibilities of the project manager and project team
- ✓ Develop skills in planning and control to be ready for any situation
- ✓ Identify & use the most appropriate and latest PM tools and techniques
- ✓ Understand risk management and from a strategic plan
- ✓ Communicate effectively with all team stakeholders to gain buy in

## Workshop Format

All of our workshops use adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

**All CAL facilitators** are industry experts in their chosen field and come with a wealth of practical business experience, qualification and application.

## Designed For:

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.

**Price: \$850 plus GST (2 Day)**

Includes all materials as well as morning tea, lunch and afternoon tea.

### Early Bird Price:

Up to 4 Weeks Before Schedule Date  
**less 10%**

### Group Booking Price:

- 2 Participants 10%
- 3 and above Participants 15%

## To Register:

**Call us on (03) 9421 2444**

### Location:

All courses are conducted on our premises  
3 Prince Patrick Street, Richmond Melbourne

**[Click Here to View all of our Short Courses and Public Schedule](#)**