

# Managing Projects

Maximum Participants: 16

Duration: Two Days

Timings: 09:30 – 16:30



## Suitable for

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Anyone involved in managing and overseeing projects as part of their role.

## Aim

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To introduce a range of tools and techniques that can help you effectively plan, deliver and evaluate your projects. You will develop skills that help build your confidence in this vital area of contemporary management.

## Learning Outcomes

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By the end of the course, you will be able to:

- ✔ Define the terms 'project' and 'project management'
- ✔ Outline the purpose and project management and explain some of the jargon that can be involved
- ✔ Define, compare and contrast project aims, objectives and outcomes
- ✔ Identify project tasks and milestones
- ✔ Produce GANTT charts as a tool for planning and managing projects
- ✔ Be aware of task dependencies, risks, crises and constraints that can influence project management
- ✔ Use a toolbox of planning and project management tools, tips and techniques

You will also leave the course with:

- ✔ A sense of achievement
- ✔ A toolkit of techniques and practical ideas for releasing your potential
- ✔ A Personal Action Plan to take your learning further

## Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

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- ⇒ Decision-Making and Problem-Solving – Tools and Techniques
- ⇒ Effective Recruitment and Selection
- ⇒ Effective Report Writing
- ⇒ Improving Your Time Management
- ⇒ Influencing and Persuading Skills
- ⇒ Internal Communication – Don't hear it on the Grapevine
- ⇒ Interpersonal Communication Skills
- ⇒ Managing Change
- ⇒ Motivating Staff for Peak Performance
- ⇒ Negotiation Skills
- ⇒ Presentations – Advanced Skills (2 Days)
- ⇒ Succession Planning
- ⇒ Teambuilding – Getting Everyone to Pull in the Same Direction

## Mike Phillips Training

Releasing potential through learning and development



*"This course gave me a systematic approach to managing projects and has given me lots of tips and ideas..."*

*Looking forward to using the tools provided in my workplace."*

## Course Participant

Surrey Community Development Trust



## website

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