



# Course Outline

## Managing Projects

Minimum and Maximum Learners: 06 - 16      Duration: One Day      Timings: 10:00 - 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 and compare a Use** project aims, objectives and outcomes.
- ✔ **Identify** project tasks and milestones
- ✔ **Produce** GANTT charts as a tool for planning and managing projects.
- ✔ **Explain** task dependencies, risks, crises and constraints that can influence project management.
- ✔ **Develop** a toolbox of planning and project management tools, tips and techniques.

## Benefits of Attending

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- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

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This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

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

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- ➔ Advanced Communication: Using the Principles of Neuro Linguistic Programming - NLP Techniques (2 Days)
- ➔ Assertiveness I: Assertiveness in the Workplace
- ➔ Effective Decision-Making and Problem-Solving: Tools and Techniques
- ➔ Effective Networking Skills
- ➔ Effective Report Writing
- ➔ Internal Communication – Don't hear it on the Grapevine
- ➔ Making the Most of Meetings I: Skills for those chairing, leading or facilitating meetings
- ➔ Management Skills for New/First-time Managers
- ➔ Managing Change
- ➔ Managing Volunteers
- ➔ Motivating Staff for Peak Performance
- ➔ Support and Supervision II: Taking Your Supervision to the Next Level (2 Days)
- ➔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)

