

THE IN-HOUSE TRAINING COMPANY

Project management made easy!

Overview

Project management can seem scary and rather intimidating. The whole aim of this programme is to give people a simple and straightforward way of dealing with projects without having to use complex and confusing systems.

This two-day course is designed to introduce the apparently complex world of project management in a simple and practical manner. The programme is for anybody who has to run a project of any nature. It has been attended by people from as diverse fields as events management, fashion, charities, oil companies and so on. The programme is run without using any IT project management systems although an introduction can be given if required.

Learning objectives

At the end of the programme participants will leave understanding:

- What a project is and why projects are so important today
- The roles of a project manager
- Some key language and concepts
- A simple 5-step model for organising projects
- How to make sure you understand what your 'client' really wants
- A set of three simple tools to plan the project
- How to make decisions
- What to monitor when the project is running
- How to close the project

Who should attend?

This programme is aimed at anybody who needs to organise projects, events or programmes where there are different tasks, resources and people that need coordinating. The programme is deliberately non-technical in nature and presented in a plain-English way!

Format

The two-day programme is highly activity-based with practical exercises that allow people to work through the process that they will use when running a project, including:

- Discussions
- Instructor-led sessions

- Practical exercises

The maximum that can be effectively trained at once is 12, and the programme can be tailored to a specific area or industry if needed.

Expert trainer

Neil is a trainer and independent consultant with thirty years' experience of leadership, management, training and development in a diverse set of environments. He is also an expert trainer in leadership, project management and influencing skills. His training has a highly pragmatic approach, underpinned by wanting people to achieve their goals enjoyably! Neil's hands-on experience spans being global director of training in a software company, an Army Officer and an instructor as a captain in the Army both at Sandhurst, and the Royal School of Military Engineering. He is also an NLP Master Practitioner, an ICF approved trained NLP Coach and a Certified NLP Trainer.

Workshop outline

1 Introduction

- What is the aim of this programme?

2 Background thinking

- What is a project?
- The project manager's eternal triangle (cost-quality-time)
- What are the characteristics of successful projects?
- Who are the key characters in a project?
- What are the roles of a project manager?

3 The project process

- Why have one?

4 Project initiation

- What is the aim?
- Identifying key information
- Key skill: mission analysis
- Initial risk analysis
- Document and sign-off

5 Decision making – 'Stop, Think, Act!'

- The 'Stop, Think, Act!' technique
- Recognise the opportunity to make a decision

- The 3 Cs – making sure we understand the decisions we have to make
- Identifying options
- Making your decision
- Taking it to action

6 Creativity

7 The planning stage

- Identify all discrete tasks
- Sequence and dependencies
- Time line – critical path
- Resources
- Project base-line

8 Execution stage – delivering the result

- Monitor
- Evaluate
- Adapt
- Control
- Review

9 The project close

- Review
- Documentation
- Have we delivered?
- What have we learned?

Any questions?

Please just give us a call on 01582 463463 – we're here to help!

Or visit www.theinhousetrainingcompany.com