

THE IN-HOUSE TRAINING COMPANY

Fast and effective

Project management

Deliver projects with clarity, control, and confidence

Overview

Unless we're doing it full-time, managing a project is different from our other work. It takes different skills, a different attitude, and it can raise different challenges. Properly planned and controlled, a project can be perfectly straightforward in one person's hands, but in another's it can become a nightmare for want of effective management and communication. This 'fast and effective' project management training course is an easy introduction to some tried-and-tested tools and techniques that will help avoid the nightmare scenario.

Course objectives

By the end of this project management training course, participants will be able to:

- Understand the core principles of fast, effective project delivery
- Break down project work into clear phases and priorities
- Use simple tools to plan, track, and communicate project progress
- Spot and manage risks before they cause delays
- Build confidence leading small projects or workstreams

Who should attend?

Anyone who needs or wishes to improve their project management skills.

Course format

A very practical, interactive half-day training course for a maximum group size of 12. Delivered virtually, on Zoom or Teams. Can also be delivered face-to-face, on-site (in which case, it is best delivered in an expanded one-day format).

Materials

Materials are provided in PDF format, including:

- One-page project brief template
- Project task and timeline planner
- Stakeholder map and risk log
- Project meeting and update checklist
- Personal project confidence planner

Expert trainer

Graham specialises in providing high-quality training, coaching and consultancy in personal productivity, sales and business development, and customer service. Over the last twenty years he has personally trained or coached over 30,000 business professionals. He is a member of the International Institute of Coaching and a qualified NLP Master Trainer.

His work has taken him all over the world and involved him in working closely with hundreds of different organisations from all business sectors, his client list including such organisations as BT, Vodafone, AT&T, Orange, Pfizer, GSK, Boots, Unilever, American Express, Thomas Cook, Apple, Sony, Motorola, Cisco, MFI, Barclays Bank, LIFFE, Abbey National, Prison Service, Home Office, Law Society, BBC, Daimler-Chrysler, Citroen, Weetabix, Nikon, Shell and many, many others.

Graham has written over twenty books, published in several different countries, including *Working Smarter, Companies don't succeed – people do!*, *Customer Relationship Management*, *Sales Training Games*, *90 Brain-teasers for Trainers*, and *Telephone Tactics*.

Known internationally as both a trainer/coach and a popular motivational speaker, he believes that effective learning has to be interactive and challenging. All his learning events are built around practical exercises, role play and case studies. His training style focuses not on just explaining new ideas or developing new skills, but also on motivating people to use them and to develop themselves as individuals. This approach gets results, as the following comments from programme participants show:

'Brilliant course, really interesting and very focused to my job role and day to day work.'

'Took away some very good ideas that I can use every day... good examples too.'

'Very confident in the subject, and amusing too. Made the course very interesting. A very clear sales model to use going forward.'

'Full of useful hints and tips which I will apply to my job.'

'Extremely well presented and structured'

Training course outline

1 What makes a project successful?

- The key difference between routine work and project work
- Defining clear outcomes, scope, and success criteria
- Aligning projects to business goals and stakeholder needs
- Avoiding the top 3 reasons why projects fail
- Tool: One-page project brief template

2 Planning with simplicity and focus

- Breaking work into manageable phases and tasks
- Using milestones, deliverables, and time estimates
- Creating a practical task list or timeline (manual or digital)
- Planning who does what – and by when
- Exercise: Draft a basic project plan for a real task

3 Tracking progress and staying on course

- The power of check-ins, updates, and reviews
- Tracking actions and deliverables simply and visibly
- Identifying slippage early and taking corrective steps
- Keeping communication clear – upwards and downwards
- Tool: Project tracker template (manual or digital)

4 Managing stakeholders and risks

- Mapping your stakeholders: influence and interest
- Communicating the right level of detail to the right people
- Spotting risks before they become problems
- Keeping others engaged and informed without chasing
- Exercise: Risk and stakeholder mapping activity

5 Building personal confidence as a project leader

- Managing upwards, sideways, and downwards in projects
- Leading meetings and giving clear project updates
- Handling hiccups without panic or blame
- Building your credibility as a reliable project organiser
- Action plan: Next steps for applying project tools in your role

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Any questions?

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

Or visit www.theinhousetrainingcompany.co.uk