

'Planning for Success'

Business Scenario Project management is increasingly becoming key to the success of new initiatives, contractual agreements and working practices. As more and more individuals are becoming involved with projects those responsible need to understand the effective planning methods and team-skills in order to make them successful.

Who will Benefit? Individuals new to the role of project manager. Those wanting to understand the processes, procedures and terminology common to most projects. This course will benefit individuals needing to know the tools available to help them successfully conclude each project.

Course Objectives By the end of the course you will be able to:

- Incorporate the skills required for effective project management
- Adopt the roles and qualities of a successful project manager
- Set clear objectives for a project and allocate tasks
- Plan a project through its key stages to meet challenging deadlines
- Inspire and lead your project team through effective communication
- Encourage effective teamworking
- Gain and maintain the support of others during the life cycle of the project

Course Content

What is Meant by Project Management

- Defining the key characteristics of a project
- Identifying the key skills and qualities of a project manager
- Recognising the four key stages of a project

Effective Project Communication

- Adopting positive language to present ideas clearly and persuasively
- Using influencing skills to gain and maintain commitment
- Dealing with difficult issues confidently and constructively
- Knowing how to communicate change

Essential Planning for Project Management

- Using basic planning tools and techniques
- Scheduling using a Gantt chart or network diagram
- Creating a work breakdown structure
- Predicting risks and adapting to unforeseen circumstances

Teamworking

- Influencing teamwork by identifying team roles and preferences
- Knowing how to manage a team through formation to performance
- Understanding how to motivate others to maintain enthusiasm
- Using group work techniques to explore issues and solve problems collectively
- Knowing who, what and how to delegate effectively

Course Features This course offers a number of practical exercises to help apply the theory to worked-based cases. Group discussions, questionnaires, video and case studies are used to make this a highly interactive and participative course. The course can be combined with our two day Microsoft Project course to offer a fully comprehensive approach to managing projects and using appropriate planning software.