

1-Day Getting Projects Done

Overview

This is a fast-moving, interactive 1-day workshop, covering the basics of Project Management and providing a practical, widely applicable framework, in easy common-sense steps.

We look at cutting through the jargon and getting to the tips and tools that really add value. We examine how managing yourself is the foundation to managing others and how this can still be achieved when the “others” are your boss and your peers.

It is delivered by an APM qualified, experienced Project Manager, with many years experience of training and facilitation. The delegates gain an overview of the whole process and focus in on some of the most useful and user- friendly techniques. The emphasis is on getting started in the right way, and taking away some things that can be put into immediate effect

Agenda

- Introductions, objectives and an outline of the course
- Jargon busting
- 8 Easy Steps to success
- Managing Your own time
- Managing multiple small projects
- Simulation – working on a project as a team
- Debrief of the simulation – what did you learn?
- Troubleshooting on your projects
- Review and close

Who Should Attend?

Managers and team members of small and medium sized projects; the inexperienced, or those with experience but no formal training on projects will all benefit. Many of the delegates are operational managers with a portfolio of small multiple projects, in addition to the day job. This particularly suits those delegates who want a fast introduction and to get started immediately, and may want to bolt on some extras later.