

Topic	Style	Approx Hours	Learning Objective
Introduction to Project Management Tools Techniques and Process and Language	Lecture and Role Play	5	Create a platform of basic understanding of Project management terms and tools and techniques. Principles are introduced and the role-play helps to ground the learning in experience.
Time Management and juggling multiple projects with the day job	Lecture	1	Give delegates some practical, hands on hints and tips for better management of their workload, combining projects with operational work
Effective Project Meetings	Lecture	1	Provide delegates with a checklist of hints and tips to make project meetings (and meetings in general) more effective and successful
Recap of Tools and Techniques	Lecture	3	Ensure all delegates (probably experienced or previously trained) are on a level playing field, in terms of basic language and techniques in Project Management.
Controlling, Reporting and Measuring Progress on Projects	Lecture	2	Examine tools, techniques, hints and tips for making this area efficient and visible in the organisation
Leading Virtual Teams	Lecture and Game	1	Appreciate the additional complexities of leading a team that never / seldom meets
Stakeholder Management	Lecture and Group Exercise	2	Understand how to develop strategies to bring key players onside, or deal with potential conflicts or disruptive behaviours.
People, Politics and Soft Skill Project Management	Lecture, Role Play and Game	4	Examine the options for structuring projects using Functional, Matrix and Task Force Models. Understand their effect on Buy-In, Ownership and influencing stakeholders
Building and Motivating Project Teams	Lecture and Self Perception Inventory	1	Introducing the work of Meredith Belbin as a diagnostic tool in analysing team roles and performance
Programme Management	Lecture	2	Understand the concept of "Air Traffic Control" for projects and how we align projects, in programmes to strategy, to ensure the right benefits are delivered.
Situational Project Leadership	Lecture and Role Plays	4	Introduce the Hersey and Blanchard Model and Questionnaire to delegates to enable them to understand their preferred leadership style. This then leads to role plays aimed at developing flexible leadership styles.