



Project Management Fundamentals

A one day, 5 star rated course from the training experts



The Fundamentals of Successful Project Management

During this one day training course you will learn Project Management theory and practical skills to enhance your performance as a Project Manager and ensure the success of your projects.

Course Overview:

Without realising it, many people may lead and manage projects on a daily basis whether it be running an event, hiring a new member of staff, or producing a new flyer.

Many in this position have not had any formal training to develop the skills required to manage projects effectively.

For most of these people, a formal certification course requires a considerable time commitment, and is not necessary for the job role.

This course aims to bridge the gap by delivering the key elements of formal certification courses, but in a shorter format and with an increased emphasis on practical tips to implement the theories

Who should attend?

- Anyone who works in project teams or manages projects, who has not yet received project management training, or would appreciate 'refresher' training.
- Anyone who wishes to become a Project Manager

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Price and Venues

Manchester: £295 + VAT

Leeds: £295+ VAT

Liverpool: £295 + VAT

Private Courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

I would like to take this opportunity to thank you for the 3 days I've spent training with you, the courses were very informative and presented in comfortable atmosphere which made participation very easy The content of the courses were really helpful and I feel I've gained a lot from both, I've given this feedback to management at Scholastic and recommended that we should use your company in the future

Miriam Clarke | Scholastic

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided



Project Management Skills

This course will teach you how to become a better and more confident Project Manager



Course Objectives

- Become familiar with Project Management terminology, and the responsibilities of a Project Manager
- Develop an appreciation of how to set the project strategy, including when to make significant investments in the project
- Understand the need for active decisions on time, cost, quality and scope
- Understand project management principles of work breakdown structure, scheduling, forecasting and critical path
- Gain confidence to use standard Project Management software to create a Gantt chart
- Develop a risk management plan, and understand principles of how to use this to reduce project risks
- Learn tools to track project progress
- Learn the importance of managing stakeholders, and explore alternative communication approaches

Course Topics

Overview of Project Management

- Definition of projects and project management
- How to measure performance of projects and project managers
- Project lifecycles: choosing to use linear or agile methodology
- Project Management Framework

Planning your Project

- Defining the project to avoid scope creep
- 'Hands on' tutorial to create a Gantt chart
- Tools and templates to make forecasting easy
- Quality: what does this mean for your project?
- Risk management: tools to anticipate what could go wrong, reduce the likelihood and impact

Project Delivery

- The role of the Project Manager in driving delivery
- Effective meetings to engage all project team members
- 'Deliverables tracker' template- a versatile tool to organise meeting agendas, minutes and actions
- Project team collaboration- tools and applications to organise tasks between team members

Team Communications

- Effective communication: understanding individuals communication preferences, and the need for multiple formats
- Personality types- identify your own type and what this means for your interactions with others
- Using Team Norms to manage different personalities and behaviours within teams
- Stakeholder management: engaging your stakeholders for project success

Keeping Projects on Track

- baselines, variance, tolerance
- Understanding project status: where are we vs where we expected to be?
- Resolution of project issues
- Change control process
- Ensuring earnings are captured and shared

Managing Change Projects

- Types of change project
- Overview of change models and processes
- Changing the culture of an organisation
- Conditions for transformational change
- Tips to make changes stick



How to book

To reserve your place on the Project Management course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

