

Project Management

- The foundation skills -

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

"A project is complete when it starts working for you, rather than you working for it."

Scott Allen
Author & Public Speaker

Overall Objective(s)

This workshop aims to build participants' understanding of the key phases of a project, the roles and responsibilities of a project manager in each of these and how the different phases of a project impact each other.

Who Should Attend?

This course provides a thorough introduction to the fundamentals of project management and will help anyone who wants to improve and develop their skills in applying basic project management techniques, or anyone who needs to project lead or project manage internal or external projects.

Learning Outcomes

At the end of the two days participants will be able to:

- Understand the key phases of a project and the roles and responsibilities of the project manager in each phase
- Understand the need to correctly define the project
- Apply simple project management techniques
- Produce a project plan
- Effectively manage communication
- Understand how to control change and manage risk on projects
- Understand the value of a post completion analysis and report
- Understand how the different phases of a project impact each other
- Understand why a robust and consistent project methodology is required

Course Dates

Please refer to latest schedule.

Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Two Day Content

Course content will include:

- Defining the Project
- Establishing the Project Team
- Project Planning
- Project Implementation
- Project Completion and Handover
- Post Project Completion

Key features include:

- Understanding both the What and Why of project management (eg what is project management and why a best practice methodology is required)
- On-going Case Study in use during the workshop
- Applying knowledge to work based projects
- On-line templates and models provided for use after the course
- Methodology for best practice in project management

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £510 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

Other courses offered by Quaestus Training Club:

2-day events

Influencing & Negotiating Skills
Interviewing Skills
Leadership Skills
Presentation Skills
Problem Solving & Decision Making
Report Writing Skills

1-day events

Time Management Skills
Assertiveness Skills
Managing Positive Meetings

and look out for our other 'Specials'....

Course Design and Methodology

The two days will be a combination of:

- Lecturer input
- Group discussions
- On going case study
- Small group and one-to-one working

Pre-Work

This will include:

- Pre-reading material on the History of Project Management.
- Questionnaire on the reasons for successes and failures whilst managing projects.

All available via our new on line training platform.

Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.

