

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.

Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.

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

2 & 3 November 2010 – Plymouth Novotel

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour 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 £495 (+ VAT)

(Cost includes refreshments, lunch and delegate materials).

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
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

- 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.

The Trainer – Michael Dunne

A highly experienced and focused project management professional with over 20 years' practical experience of project managing projects, setting up and managing project management organisations and designing and developing project management training programmes in public and private organisations.

Michael is an excellent motivator and team player who possesses a great sense of humour and a passionate interest in the art and science of managing projects. He has exceptional interpersonal, influential and facilitation skills, with proven ability in working across a wide spectrum of projects with managers at all levels.

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