



Project Management: For Non-Project Managers

Designed for managers to take
their career to the next level

Why attend this programme?

Get the key project management skills you need in your management role today

Highlights:

- Get the key project management skills you need as a manager today in just 2 days.
- Learn processes, use tools, manage stakeholders and get your projects done on time and on budget.

Key Competences:

- Project management skills
- Stakeholder management
- Change management
- Using key PM tools
- Managing resources & costs
- Risk management

How will you benefit?

- **Learn** the difference between projects and operations
- **Explore** the purpose and processes of project management
- **Understand** the roles, responsibilities and needs of project team members
- **Learn** and apply critical project management tools
- **Identify** stakeholders, their relationships to each other and how these relationships affect projects positively and negatively
- **Recognize** stakeholder issues within your organization
- **Identify** and apply critical communication tools and protocols
- **Learn** how to manage resources, costs and hours
- **Plan** for potential risks in your project

Learn and apply basic elements of project management to your job to support project success.

To work together effectively on any project, everyone on the team needs to use a common language and have a clear understanding of all expectations.

Register to this intensive 2-day project management training programme focused on practical learning, designed and facilitated by business people that understand your challenges and will guide you to find effective solutions.

Your immediate takeaway:

- Develop an understanding of essential project management terminology
- Apply basic project management (PM) tools and techniques to increase your effectiveness both on the team and in your own functional area.

This project management training programme combines proven-by-practice methods with new insights and ideas that will grow your project management skills. You will gain a wider perspective of project management through breakout sessions, exercises, and case applications.

Who should attend?

If you are a business professional whose role requires coordinating activities and stakeholders, or you are doing a career transition towards project management, this programme is right for you.

What will you learn and practice?

The Essentials of Project Management for the Non-Project Manager is a 2-day hands-on training programme, highly interactive with exercises and role plays. The programme will be led by an experienced facilitator with former management experience in international companies.

► 5 Programme Modules:

1 - Getting Your Hands Around Project Management

- Distinguish Between a Project and Operations
- Recognise the Factors That Contribute to Project Success or Failure
- Identify the Framework for Project Management

2 - Getting It Off the Ground

- Recognise the Value of Knowing Why/How a Project Is Important to the Organization and to You
- Explain the Elements of a Charter and Its Relevance to Initiating a Project
- Identify Stakeholders and Their Roles on a Project

3 - Planning the Work

- Apply Techniques to Define the Work to Be Done
- Identify and Apply Techniques to Estimate Needed Resources, Cost, and Hours for the Project
- Apply Techniques to Schedule the Project
- Identify Roles and Responsibilities for the Project
- Plan for Potential Risks to the Project

4 - Working the Plan

- Build an Effective Status Report
- Recognise the Types and Purposes of Meetings
- Identify Action Items and Issues
- Recognise the Importance of Managing Change

5 - Putting It to Bed

- Contribute to the Lessons Learned Database
- Identify the Project Records and Files That Must Be Archived for Historical Purposes
- Describe a Project Closure Checklist

2-day course | HRDC Refundable | Contact: 5940 9601