

Workshops 1 day | Price: £219 + VAT

ESSENTIAL BUSINESS SKILLS: INTRODUCTION TO PROJECT MANAGEMENT

Overview

This Project Management course gives you a simple, step-by-step approach to ensuring any project you have responsibility for is as successful, well planned and stress-free as possible.

Project management almost always comprises doing something that has not been done before and, because of that, it carries an inherent 'risk' of not succeeding.

During this course, you will learn essential project management skills required to ensure you can reduce the risk of failure and you will have the confidence to multi-task, co-ordinate and delegate in order to get the project completed successfully, on time and with the resources allocated to you. Where possible, delegates are required to bring in details of a project they are either planning, currently working on or have been involved with in the past (a short one page summary describing the project, your involvement and any issues or problems encountered).

This workshop is limited to a maximum of 12 delegates to ensure that our experienced trainer has the time to assist you with any personal complex points that may arise during the day.

Who is it for?

This is an introductory workshop designed for people with no previous experience or training in managing projects. No previous project management training is required or assumed.

What will I learn?

A project is essentially a task that requires inputs from several contributors, has clear objectives, specified start and finish dates, and generally some limited resource with which to accomplish this. This course will teach you the project management skills necessary to juggle all of the above and still keep a calm head. It will help any organisation create a straight forward system to successfully manage small to medium sized projects and most of all it demystifies the whole topic.

Course Content

- Understanding the concept of Project Management
- Initiating your project
- Leadership, management and project teams
- Planning your project
- Understanding and managing project risks
- Delivering your project
- Project Management tools
- Closing your project
- Effective project communication
- Applying the Project Management process to your own project

BENEFITS OF THE COURSE

When you have finished this course you will feel...

...confident in your ability to manage your next project effectively, efficiently and without stress.

Other people like you who attended this course commented:

- "Thank you for a very useful day which really got me thinking. I will take elements away and implement"
- "Enjoyed the course. Left me with plenty to think about - very useful and informative"

Interested in 'Introduction to Project Management' training for yourself or for your team?

Simply enter your name, email address and a contact phone number in the boxes below and we'll get straight back to you.

Your Course Tutor

- Matt Lloyd Smith - Crisp Associate

You may also be interested in...

- [Time Management](#)
- [Presentation Skills](#)
- [Leading Your Team and Raising the Bar](#)

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COURSES

9th March 2020
Compton House, Exeter

This course is also available in house.