

Project *management*

NEW PROJECT-STRATEGIES AND A BETTER PROJECT-FOCUS WILL BRING ABOUT THE RESULTS YOUR ORGANISATION IS LOOKING FOR.

The Project Management program is custom designed to enable anybody responsible for projects to complete almost any task or project on time, on budget and within the project specifications.

Simply working longer hours and asking people to work harder won't change long-term project results. Only new project-strategies and better project-focus will bring about the results your company is really looking for.

Action plan

1. How to identify you current team's skills & abilities.
2. How to implement the 6 stages of all projects.
3. How to control a budget, a time-line and project parameters.
4. How to identify the critical elements of project planning.
5. How to select, train, coordinate, motivate and reward a project team.
6. How to understand GANTT, PERT and CPM charts.
7. How to use Microsoft Project.
8. How to select the right people the first time.
9. How to communicate back to different stakeholders.



Key learning outcomes

Your **Project Management** program will give participants the skills to:

- Motivate and communicate effectively with stakeholders.
- Set behavioural and competency standards at the beginning.
- Identify why projects fail and how to avoid these dangerous pitfalls.
- Recognise the critical elements of a project lifecycle.
- Be aware of the best tools available to use to manage your projects.
- Identify the difference between GANTT and PERT/CPM diagrams and why these tools are essential to master.
- Develop new ways to use a Crash Plan Analysis.
- Use Microsoft Project as a Project Management tool.
- Motivate your project team.
- Keep your team on track when facing obstacles.
- Build trust levels in the project team to encourage open communication.
- Maintain a positive attitude.
- Learn time management techniques to speed up the project.

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 12 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be conducted as a 1 day or 2 day program.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEO's.

If you would like more information on this training program, please contact:
Melinda Kavanagh - Marketing Manager 03 9805 8000 Email: mkavanagh@preftrain.com
or visit our website today.

www.preftrain.com

