

LEADERSHIP & MANAGEMENT COURSES

PROJECT MANAGEMENT ESSENTIALS

Course overview

This comprehensive 2 day training program will provide participants with the essential knowledge and skills required to successfully manage and evaluate projects and programs of all sizes, purpose and scope, on time and within budget.

Who will benefit from this course?

Anyone working in a position which requires managing projects of any size, scope or purpose.

DURATION: 2 Days

FEE: Varies depending on venue, sector, numbers & service provided

IN-HOUSE TRAINING: By arrangement with your organisation

CUSTOMISED TRAINING: To meet the specific requirements of your service and sector

VENUE: Available **Australia-wide including remote & regional areas**

Discounts for NGOs

Course content

- The role, responsibilities, and competencies required for successful project management.
- Project scope management techniques; including assessing needs, collecting and analysing data, identifying key stakeholders, determining scope, developing mission statements, goals and objectives.
- Project time management and planning techniques.
- The four life cycles of project management - initiation, development, implementation, and finalisation.
- Managing project schedules and timeframes using Critical Path Analysis, Network Diagrams, Gantt charts, and Work Breakdown Structure.
- Project cost management techniques, identifying and allocating resources, controlling costs and budgets.
- Project quality management techniques.
- Project team management approaches, including recruiting and keeping your team motivated and involved in the project.
- Project communication management techniques.
- Project risk management techniques and contingency plans.
- Project contract and procurement techniques.
- Managing challenges, selecting appropriate intervention activities, responding appropriately to problems, threats and opportunities throughout the life of the project.
- Finalising the project, evaluating, and reporting.
- Receive coaching and feedback in a small highly interactive training group.

Contact us for an obligation free quote!

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