



# *Project Management One-Day Open Course Overview*

# Project Management course

*Manage the people on your projects with confidence*

Our project management course teaches people skills rather than a methodology such as PRINCE2.

Your project will live or die through the dedication of those involved in it.

So, the primary focus in our project management courses is on getting the best out of all those involved.

Including you!

There will be a considerable focus on the more recent need to manage projects remotely.

The content of each workshop will be shaped around the needs of the delegates, making the work relevant and practical.\*

*Ahead of the course, we'll provide pre-course preparation to get juices flowing and the mind focused...*

*This course will help you with:*

- **Understanding People**
- **Processes & The Manager**
- **Remote Management**
- **Involving People In Your Project**
- **Defining Exciting Project Outcomes**
- **Generating Ideas**
- **Motivating The Team**
- **Communication as a Management Tool**
- **Giving Effective Feedback**
- **Moving Projects On**

# Project Management one-day open course

## *\*Course Content*

### **The Project Manager**

- What do you already have?
- What do you need to support you in getting the most out of the project and your team?
- Set objectives, implement and complete a project

### **Starting Out**

- Look at people involved in a project to achieve a desirable business outcome

### **Generating Ideas**

- How to facilitate discussions
- How to open up and generate ideas that will take the project forward

### **Planning**

- Getting support from your team to get the outcomes you want
- The roles they play and how to get buy-in from them

### **Delegating**

- Build trusting relationships

### **Getting Commitment**

- What is the nature of commitment?
- How do you get it from people?

### **Getting the Message Out**

- Communicate effectively with those that need to know, upwards, downwards, and sideways

### **Project Implementation**

- Keeping control of the project

### **Giving Effective Feedback**

- Deal with people who haven't delivered
- Let others know that things aren't going to plan

### **Project Buster**

- Getting stuck projects unstuck so that you can move closer to your ideal outcome
- Look at the issues from different angles
- Encourage creativity in thinking up solutions
- End with a commitment to moving things on

# Project Management one-to-one remote training

## *Benefits of One-to-One Skills Training*

This Project Management course is available as a 2-hour, one-to-one remote session.

Choose your time. Have a briefing call from your trainer and off you go.

The content of each session will be shaped around your needs, making the work relevant and practical

- A completely personal, in-depth, and confidential look at your specific issues
- Dynamic, empathetic, and highly experienced coaches
- Get to the heart of your issues with speed and effectiveness
- Delivered online
- Two hours of personal one-to-one attention
- Pre-assessment of the issues you want to cover

# Contact details



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