

It's Time To Stand Out

Understanding Project Management



Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, these three days will familiarize you with the most common terms and the most current thinking about projects.

What You Will Cover:

- Defining a project
- Project life cycles
- Selling your own project ideas
- Role & skills of the project manager
- Setting project goals
- Why projects fail and how to avoid this
- Risk and contingency planning
- Creating network diagrams
- Building a winning team
- Managing meetings
- Building a budget and controlling costs

How You Will Benefit:

- You will understand what "projects" are and how they are becoming a part of organizational thinking.
- You will identify your role as project manager and the skills required of you.
- You will recognize the steps you must take to keep budgets on track and on budget.
- You will identify the key factors in project success.
- You will establish guidelines for building and controlling a budget.
- You will become more skilled at presenting ideas and asking for feedback.
- You will identify techniques for helping your project team work together.

Register now—

Title (Please Circle) **Mr** **Mrs** **Ms** **Miss**

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REFUND POLICY

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- Business Writing that Works
- Change Management: Change and How to Deal With It
- Coaching: A Leadership Skill
- Communication Strategies
- Conducting Effective Performance Reviews
- Conflict Resolution: Dealing with Difficult People
- Conflict Resolution: Getting Along in the Workplace
- Customer Service Training: Managing Customer Service
- Customer Service: Critical Elements of Customer Service
- Delegation: The Art of Delegating Effectively
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