



TrainSkills

TRANSFORM AND PERFORM

Career Skills Course

PROJECT MANAGEMENT FUNDAMENTALS

 3 Days

 On/Off Site

About the Course:

This course has been designed to provide essential knowledge to effectively plan, implement and review projects. In addition, through attending this programme, you will be able to gauge your level of communication, time management and problem solving, thus enabling you to refine these key skills. Practical exercises will be carried out during the course to assist you to gain useful insight of the project management process and related skills, which you can use when you return to your workplace.

Upon completion of this course, participants are better prepared to:

- Clearly define what constitutes a project
- Plan, organise and document a project
- Use appropriate tools and documents to plan effectively and minimise risk
- Demonstrate knowledge of delegation, time management, decision making and communication skills
- Review and learn from strengths and weaknesses identified on completion of a project
- Influence people and negotiate solutions to problems
- Contribute towards meetings
- Understand team dynamics and how to handle different team members on your project team