

The Essentials of Project Management **2 Day Workshop**

We encounter “projects” everyday, whether they be organising an office move, undergoing house renovations or large and often complex work projects. Most people will have experienced complications when trying to “manage” multiple projects and they are often done on an ad hoc basis. The aim of this 2 Day workshop is to help participants to develop and adopt techniques to improve their management of all projects.

OVERVIEW

This workshop is for people who want to manage projects more efficiently, effectively and with a higher degree of professionalism. Attendees learn how to handle projects in a logical manner, communicate effectively and insight team spirit. At the conclusion of day one, participants are given course work that allows them to practice their newly acquired skills. When the group reconvenes on day two, attendees readdress their assigned course work. This highly interactive and dynamic workshop will have attendees managing projects that produce the results they desire.

PRESENTER

Karen Goldspink has an MBA from the University of New England. Karen holds a Corporate Directors Diploma and a Certificate IV in Training and Workplace Assessment. With 30 years experience in the workplace Karen has held positions as a training officer in the public service, and business development for the wine company BRL Hardy. During her employment Karen managed some substantial projects and now runs her own business as a marketing, management and training consultant. Karen’s practical approach to training, coupled with her extensive experience, position her as the perfect trainer for The Essentials of Project Management.

Schedule Day 1.

9:00am	Welcome.
9.30am	<p>The importance of defining the project and why. "Fail to Plan – Plan to Fail"</p> <p><i>Visible Planning Tool.</i> Ensuring each step is completed in the appropriate manner to ensure that deliverables meet expectations.</p> <p><i>Projects of increasing complexity.</i> Why the Scientific approach to Project Management is the only path to success.</p>
10.00am	<p>The nine project management competency elements.</p> <p>An overview of Integrative, Scope, Time, Cost, Quality, Human Resources, Risk, Communications, Procurement – monitor & control</p>
10:30am	<p>Defining the project phases.</p> <p>From concept to outcomes</p>
11.00am	<i>Morning Tea (30 Minutes)</i>
11.30am	<p>Business Case and Approvals</p> <p>Functional considerations including production, marketing, financial, human resources and administration as well as risk reduction and ROI.</p>
12.15pm	<p>Stakeholders - who are they?</p> <p>Here participants will learn how to identify the parties involved in a project. Discover methods to determine and manage the needs and expectations of stakeholders.</p>
12.45pm	<i>Lunch (45 minutes)</i>
1.30pm	<p>Scope</p> <p>The importance of clear definition – including constraints & assumptions</p>
2.00pm	<p>Team Management</p> <p>The importance of getting it right in a project management environment.</p>
3.00pm	<i>Afternoon Tea (30 Minutes)</i>
3.30pm	<p>Resourcing, Roles and Responsibilities</p> <p>Applying resources efficiently and effectively. The importance of clearly defining roles and responsibilities to ensure the best outcome.</p>
4.00pm	<p>Communication management</p> <p>Communication breakdown = failed project. Why and how do we overcome it?</p>
4.45pm	<p>Allocation of course work</p> <p>Discuss and define course work to be completed before session 2. Focus on scope development, communications strategy and Teamwork.</p>
5.00pm	Finish

Schedule Day 2.

9:00am	Welcome.
9.30am	Work through course work, workshop in groups, for group input facilitated by presenter
10.30am	Work Breakdown Structure, Critical path Gantt charts Breaking the project down into manageable “bites” with allocated responsibilities is the key to good project management. Understand who is responsible, how, why, when and where to ensure a positive and logical work flow.
11:15am	<i>Morning Tea (30 Minutes)</i>
11.45am	Scheduling The essence of planning to ensure timely delivery of raw materials and inputs to link the project elements together.
12.15am	Risk Management - The Fundamentals of risk management “Show me a man who risks nothing and I will show you a man who achieves nothing” “There is nothing more difficult to plan, more doubtful of success, nor more dangerous to manage than the creation of a new system”
1.15pm	<i>Lunch (45 minutes)</i>
2.00pm	Monitor and control The essentials of ensuring deliverables = expectations
2.30pm	Procurement, Finalisation and Review The importance of finalising a project and what it involves.
3.30pm	Questions, Evaluation and feedback
4.30pm	Finish

TESTIMONIALS

The course is very professionally presented, informative, enjoyable and definitely beneficial to my work.

Sharon Lees

Since attending Karen's course I believe I have improved my productivity at work immensely. I now handle the projects I am given in a logical manner ensuring that I communicate well and engender team spirit.

Paula Norman

This course was great. It was well presented and the use of Power points and personal examples made the theory very easy to understand and relate to. I have approached my organisation to support me in furthering my studies in this area.

Avril Billery

If only I had understood this technique before I embarked on house renovations, most of the disasters would have been prevented!

Yolanda B

The Hellenic club engages Karen Goldspink for an increasingly wide range of training activities as her presentations are professional, informative and enjoyable, she makes the effort to understand and relate directly to our staff through the use of real life examples and the feedback is always excellent.

George Kazias Beverage Manager

"Karen's friendly and direct manner calls on years of experience delivering service and solutions to business. She has a valuable ability to place material in a broader organizational context. Karen is refreshingly sensitive to the balance required between best practice and what's achievable in real life. Participants leave with a sense that they can manage projects with an appropriate level of oversight – not overkill."

Michele Kennedy – Teacher CIT

I enjoyed the course. I found the learning value of scope, business case and risk management beneficial. There was a lot of information which I look forward to applying back at work.

Tara Pinsker – DEWR

Enrolment Form - The Essentials of Project Management

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre

Course date:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____

Fax No _____

Payment Details

Total price \$995 x _____ attendees = \$_____ \$895 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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