



Productiv_IT with Microsoft Project 2007

Two Day Workshop

This workshop introduces participants to some basic concepts of Project Management, and presents the range of features available in Microsoft Project to assist in the management of a project. Attendees will learn how to efficiently plan, manage and optimise resources to achieve their project goals. Acorn follows a standards based approach which is independent of methodologies such as PMI, Prince 2 etc.

Productiv_IT with Microsoft Project is a two day workshop designed for those just starting on the Project Management journey. This course aims to show the learner how to use Microsoft Project to help manage a large range of projects from small to large scale. This workshop is valuable to anyone who is required to use Microsoft Project to develop a schedule of activities for a project.

The Microsoft Project workshop focuses on making the most of complex office applications. Our IT training specialists teach you good work practices in order to achieve greater personal productivity using Microsoft Project. We take popular business problems and workshop ways to solve them in a motivating, non threatening manner.

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Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Testimonials

The MS Project Manual is very well written. It's a good resource to take away. – Eavan O'Brien, DEST

The teachers training skills are the best I've seen. – Jac Carlin, DEH

Relevant to the issues currently I am working with. – Dr Ajoy Kar, Defence

Worthwhile from start to finish. – Blair Davidson, ATO

A well run course covering most of the Project aspects. Good venue and well catered for. Many thanks. – Mark Tankey, ATO



Enrolment Form - Productiv IT with Ms Project 2007

ABN 34 073 999 185

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

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

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

Attendee's name	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
6.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Total price \$795 x _____ attendees = \$ _____

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

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven 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.