

Rightrack ... a little bit of magic

Project Management
a 4 day programme



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Introduction

This 4 day project management training programme provides all the skills and knowledge to effectively manage projects through to successful completion.

Outline

- Understanding of the principles of project management so that delegates can manage projects effectively using tried and tested methods
- Understanding the processes involved with change and the links between managing change and managing projects
- How to identify the stakeholders involved in projects and their contribution and influence, to gain full support and backing
- How to manage project teams including the appropriate management style when managing non-direct reports
- How to manage the human element when introducing change including the change curve and how it impacts on individuals differently
- The process required to make projects successful, to ensure everything is thought of, prepared and delivered on time and within budget
- How to plan in the context of the project, and organisational vision and mission, to achieve a common aim
- Approaches to using Key Results Areas and SMART objectives to ensure that the project delivers on time
- Opportunity to practice methods of setting objectives and estimating activity at different stages of the projects, so that resources are allocated and that everyone in the project team is clear what has to be done, and when it needs to happen
- Techniques to assess risk and plan for the likely and less-likely occurrences that can put a project in jeopardy
- A toolkit of project planning tools applicable to every aspect of a project
- Opportunities to practice planning projects using delegate own examples of current projects, so delegates can return to work confident to manage projects with increased effectiveness and efficiency
- The essential components of an actual project ready to put into action, will have developed during delegates involvement on the programme



Programme Options

This is an in-company programme with the following options:

Available Packages:	<p>Ready-to-Go - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice</p> <p>Customised - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available</p> <p>Bespoke - We research, design and deliver the programme specifically for your needs</p>
Duration:	4 days
Materials:	Folder, workbook, handouts, pen and certificate of attendance
Support:	<p>Research - Pre-programme research visit or telephone discussion</p> <p>Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p>Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p>Rightrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p>
Dates & Location:	To suit you
Delegates:	Up to 12 people
Style:	Rightrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
Learning Methods:	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

