



Skills for Business

Project
Management

Course Description

Duration and structure

This workshop runs over two days and is a very practical workshop which is tutor led. All the sessions involve delegate input to allow them to develop a working project plan

After this workshop delegates will be able to:

- Appreciate the importance of defining the project objective
- Understand a four-phase project management process
- Identify and manage the project stakeholders
- Develop a project communication plan.
- Utilise a Risk Management Process to identify risks and develop strategies to reduce or manage them effectively.
- Utilise appropriate project planning tools and understand tools available to them.
- Understand the importance of monitoring the project equilibrium to provide objective feedback to the project team and stakeholders.
- Monitor, review and communicate effectively during all phases of the project.

Who Should Attend?

Anyone who is involved in planning and managing projects. It is helpful if delegates can bring with them a project to work on throughout the workshop.

What Do I Do Now?

To book a course or to get more details please complete the Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk

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