

## Project Planning Skills for New Managers

### AUDIENCE

The course is intended for managers who need to develop effective project management competencies. The course is aimed at project managers who control larger projects and need to understand the actions necessary to build and develop effective project teams.

The course will also serve as a useful refresher for those who have experience of project planning and wish to be brought up to date with current thinking on this subject.

### SUMMARY

This one-and-half day course is designed with a blend of tutorials, syndicate discussions and carefully selected exercises which assist in reinforcing the theoretical elements of the course.

### COURSE AIMS

By the end of the course the participants will be able to:

- *Set clear project objectives*
- *List significant areas of risk for projects in their own business areas.*
- *Start to formulate a strategy to minimise these identified risks.*
- *Develop an appropriate communication strategy for a project from their own business area incorporating the RACI model*
- *Describe how the project management techniques from level 1 can be used to tightly control projects*
- *Identify appropriate quality control strategies for a project within their own business area*
- *Identify the key roles of a project leader and describe how these can affect a project performance*

### COURSE SESSIONS

- *Reprise of Project Planning Skills*
- *Objective Setting*
- *Risk Mitigation*
- *Project Communication*
- *Quality Assurance*
- *Key Tasks & Responsibilities of the Project Leader*
- *Action Planning & Next Steps*

**A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.**