



Project Management for Non-Project Managers

1 Day Course

Many of us have to wear more than one hat at work – and the Project Management hat is often the most feared. Not having a formal Project Management qualification need not stop you being a great Project Manager. You will undoubtedly have at least some of the required skills now and this course will help you identify how to put them to best use. It will also identify methods, techniques and processes that will help you excel at managing projects. The world of Project Management will be de-mystified and simplified to allow all the participants to build a sound understanding of what is required to produce results within the constraints of any project.

Style of delivery

The workshop is very interactive, and uses a variety of exercises to explain, demonstrate and put into practice the learning. The tutor uses a mixture of individual and group tasks, as well as using videos and real-life examples, and drawing on personal experiences.

Content

Participants will have the opportunity to discuss projects that they are involved in and explore how to apply the learning directly to their projects.

Participants will look at:

- What *is* and what *is not* a project – understanding the nature of project work
- The constraints every project is bound by – and measured by
- The key phases of every project
- The Inputs, Outputs and Outcomes of projects
- The essential skills of great Project Managers
- Tools and strategies to help manage projects well including estimating, resource management, scheduling, risk assessment, progress monitoring, leading and communicating
- Simplified documentation and how to use it to best effect
- Closing out projects properly and Lessons Learned

What others have said about this course

“Some very practical advice that was easily relatable to work in terms of project management that I can put it in to practice immediately.”

“The use of interactive activities and sharing best practice made it both an enjoyable day but more importantly I know this will help drastically improve my management of projects.”

“The tutor was very personable and adapted his style well to adapt to a group with differing needs and learning styles and made sure we were all understanding the content and how to use it in the workplace.”

**To find out more or to book this course for your team, call us on
01536 215240 or email emma@gatewayhr.com**