



EBU TRAINING LIMITED

Global Training Solutions

ADVANCED PLANNING SKILLS

A One Day Course

This course is also available as a bespoke training event

Effective Programme and Project delivery demands detailed planning controlled by sound quality tools and systems to the extent that much implementation time can be taken up in simply working on their development. A project therefore has significant advantage if it can draw upon an existing resource of systems and tool templates which can be then customised according to sponsor requirements.

This **one day** course has been designed with the needs of staff working with funded education/training/regeneration programmes and projects in mind. It combines tutor-led sessions and group discussion with practical hands-on application of planning and quality management systems and tools as used by practitioner project managers. An electronic file of tools and templates will be provided to all those attending for future use and application.

As information technology is an integral element of this course it will be beneficial if those attending have prior experience in the use of Microsoft Office – Excel and Word – and general PC familiarisation. The course has registration at 9.30 am with the course starting at 10.00 am until 4.30 pm. A full programme will be sent with the joining instructions.

Participants will learn:

- The key components of a programme or project quality management system
- How the use of planning and quality systems contribute to successful delivery
- How to develop and use quality management tools
- The roles and responsibilities of programme and project staff in planning and quality measures
- How to use risk and issue management as an integral part of delivery

Who should attend?

- Project managers and programme/project co-ordinators
- People from new and existing project teams
- Line managers with organisation responsibility for the delivery of projects
- Policy programme managers and monitoring officers seeking insight into project delivery

Course Trainer

The course will be delivered by *Anne Eastwood* or *Andrew Metcalf* of Kalliopi Associates Ltd. Please see their profiles on our web site under "Who are we?".