



EBU TRAINING LIMITED

Global Training Solutions

INTRODUCTION TO PROGRAMME & PROJECT MANAGEMENT SKILLS

A 2-Day Bespoke Training Course

This course is not available as a scheduled event

Securing contracts in the current climate is highly competitive and margins are tight; if the contract outcome is to be successful for both proposer and contract holder its execution requires effective planning and controlled management. Project management then is no longer the preserve of the construction or IT industry as management systems and processes should be integral tools for all organisations seeking an economic outcome to contract delivery whether they are public, private or third sector. However systems require people to put them into operation; and people need appropriate skills.

This 2 day course is an ideal introduction to the art and practice of project management providing a broad appreciation of basic systems and their use in delivery combining both the theoretical knowledge backed with practical application through the use of context specific case studies. The course is an excellent pre-cursor to those intending to undertake professional qualifications such as Prince2. All delegates will receive a comprehensive course pack which includes the course material, relevant templates and pointers to further study. The course starts at 10.00am and ends at 5.00pm on Day One and will resume on Day Two at 9.00am and will close at 4.00pm. A full programme will be sent with the joining instructions. Certificates of attendance will be provided on completion.

Participants will learn:

- The basic principles and components of programme and project management
- The relationship between delivery objectives and contract outcomes
- How to undertake project scoping, task analysis and critical path planning
- Why structured stakeholder analysis aids delivery and how to manage partners
- How to use the tools of risk and issue management to improve performance
- Best practice in project closure, deliverable handover and sustainability

Who should attend?

- New and existing members of project teams with little or no prior experience in project management
- Line managers and senior managers with responsibilities for contracts requiring project management skills
- People seeking an appreciation of project management prior to undertaking formal project management qualifications

Course Trainer

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