

Working Effectively Using Project Management Techniques

Planning and managing tasks in a project oriented way is a key skill for success at work and at home. Whether planning for an office move or an offsite meeting, we all work on projects.

This Project Management Techniques course will assist participants to feel comfortable managing activities efficiently and effectively, using a simplified project management methodology.

Audience

This program is suited for any person required to manage small projects in their day to day work.

Outcomes

Learn how to:

- Identify stakeholders
- Set project goals
- Define the project scope
- Use planning to achieve their goals
- Identify tasks, resources and constraints
- Schedule resources
- Track and manage a project or assignment
- Keep everyone involved, motivated and informed
- Work more efficiently and effectively using project management tools and techniques.

Tailored group training - in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team.

Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a 'chat' on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

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