ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



PERSONAL EFFECTIVENESS

Working Effectively Using Project Management Techniques

Practical project management techniques for people who run projects alongside their day-to-day role.

WHO IT'S FOR

Professionals who manage projects alongside their day-to-day role.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Define project scope, objectives and success measures
- Break work into tasks and build a realistic schedule
- Track progress and respond early when things slip
- Identify and manage risks before they become issues
- Keep stakeholders informed and involved
- Close a project and capture what was learned

ABOUT THIS PROGRAM

Many people end up running projects without formal training, and work slips on scope, time or communication. Our project management techniques training gives participants a practical toolkit: define what the project must deliver, plan the work, track progress, manage risks and keep stakeholders informed. Participants apply each technique to a project from their own workplace and leave with a plan they can start using immediately. Participants also learn to keep stakeholders informed without lengthy reports.

Tailored to your organisation

We build in your project templates, terminology and tools, and the kinds of projects your people run, so the techniques fit how your organisation works.

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Mark was a great facilitator and kept the training very fun and engaging which made the information stick more!

Latrobe Community Health Service – Tayla

Talk to us about this program

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Enquire online