



## CLASS DESCRIPTION

### MANAGED EFFICIENTLY YOUR PROJECT – ADVANCED TOOLS AND TECHNIQS

*A complete and simple method to manage a project from A to Z*

**A key session to provide an integrated approach to the management of project and to learn how to apply all the essential tools to define, plan and manage complex projects in an effective and structured way.**

#### GOAL

This training is an introduction to various concepts associated with Project Management. More specifically, it is to know a computerised methodology respecting the project life cycle.

#### INTENDED AUDIENCE

This session is directed to managers who have the responsibility to plan and manage medium to large scale projects involving numerous stakeholders.

#### LEARNING OBJECTIVES

To enable participants to acquire a structured and integrated project management method as:

- Get acquainted with a methodology in project management;
- Familiarize themselves with the basic notions in project management;
- Learn to properly identify, plan, organize and control a project;
- Discover the challenges of the project manager; and
- Acquire notions in project team management.

#### COURSE MATERIAL

Participant binder includes:

- Briefings;
- Exercises ;
- Templates and work tools;
- Personalised access to computerised tools used. Participants wishing to take advantage of the computerised access must bring their laptop
- **28 PDUs certificate** (on request).

#### TRAINING STRATEGY

The teaching approach is centered to apply the methodology and the work tools in four steps:

- Briefings presenting the processes and each work tool;
- Applying the methodology and the instrumentation to a context familiar to the participants;
- Call upon everybody's experience and contribution to team work;
- Feedback and inputs from the trainer.

Participants must bring an enterprise or personal project to be used as a training aid during the training session

#### COURSE OUTLINES

- Introduction
- Project description
- Preliminary phase
- Project Planning
- Project Execution
- Project Monitoring and Control
- Project Closure
- Feedback and Course Evaluation

#### COURSE DURATION AND COST

**Duration: 4 days (2 X 2 DAYS)**

**Public session cost:**

Refer to our training partners offer.

**Corporate session cost:**

Refer to our service offer.