

# Project Management Fundamentals

## Two Day Course

Incorporating the Project Management Institute's (PMI) 9 knowledge areas that form part of the Project Management Body of Knowledge (PMBOK), this introductory 2 day program is the ideal platform for those just starting out in Project Management. Ideally, participants will be working on projects about to start. Some pre-course reading is required. E-manual provided on enrolment.

### Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

### Who will benefit from this course?

This course has been designed for project managers, managers and professionals who want to expand their project management skills.

### Pre-requisites

None

### Course Objectives

At the end of this course, you will be able to:

- define a project;
- understand the causes of project failure;
- understand the importance of project management in today's organisations;
- appreciate the requirement to have projects linked to business strategies and defined organisational benefits;
- Understand the skills required of a project manager;
- Understand the project life cycle and organisational influences;
- Understand and apply the PMI nine knowledge areas;

### Related Courses

- PRINCE2™ Foundation
- PRINCE2™ Practitioner
- Workload Management
- Microsoft Project 2007

### Our Approach

At Navitas Workforce Solutions (NWS), we have designed our courses to be challenging, exciting, relevant and interactive – a powerful combination of key motivators. Our trainers use creative activities to generate and maintain participation, helping to break down the learning barriers that many adults face. Our clients have found that our training programs offer an immediate benefit to participants through the delivery of practical skills and in the long term will expand their abilities and careers.

- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning
- Programs can be customised to our clients' unique specifications



# Modules - Project Management Fundamentals

## Day One

Module 1: The Project Environment

Module 2: Project Initiation

Module 3: Project Scope Management

Module 4: Project Time Management

Module 5: Project Cost Management

## Day Two

Module 6: Project Quality Management

Module 7: Project Human Resources

Module 8: Project Risk Management

Module 9: Project Procurement

Module 10: Project Communications Management

Module 11: Project Integration



## Contact

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# Personal Productivity

## One Day Course

It is common for people to spend their days in a frenzy of activity but actually achieve very little because they don't focus their efforts on the things that matter most. Everyone would like to achieve more with the time and resources they have but might not know how to go about becoming more focused and efficient. This workshop takes a holistic approach to maximising productivity by looking at the role of goals, routines, self-discipline, organisation and project management in affecting a productive working life.

### Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

### Who will benefit from this course?

This course is suitable for anyone who wants to become more focused and productive.

### Pre-requisites

None

### Learning Outcomes

- Analyse and refocus for more productive outcomes
- Use techniques that will engender self discipline and respect for yourself and from others
- Adapt to impromptu requests and learn to say no when required
- Attend to your needs promptly and efficiently
- Become more organised in your daily life
- Develop a more sharing and accepting attitude to others

### Related Courses

- Time Management
- Project Management Fundamentals

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# Modules - Personal Productivity

## Getting started

- Workshop objectives

## Setting goals

- Create SMART goals
- Prioritising your goals
- Visualise your goals

## The power of routines

- What is a routine?
- Personal and professional routines
- Learning how to say no
- Six ways to simplify your life

## Scheduling yourself

- The Glass Jar: Rocks, Pebbles, Sand and Water
- Using a productivity journal
- Appointment scheduling
- Task scheduling

## Self discipline

- Why we procrastinate
- Negativity buster
- There's always tomorrow

## Tackling new tasks and projects

- Prioritising tasks
- When to delegate

## Using project management techniques

- Understanding project scope
- Creating a plan

## Creating a workspace

- Choosing a physical layout
- Ergonomics make personal economic sense

## Organising files and folders

- Managing the paper trail
- De-clutter

## Email mania

- Managing email
- Using email time wisely

## Beating procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!



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# Time Management

## One Day Course

We all have a never-ending list of tasks to do and only a limited number of hours in the day. Everyone would like to complete as many tasks as possible and the most important factor in achieving this goal is time management. This workshop focuses on how to efficiently manage your time and how to be more effective with the time you have. The skills learned in this course are applicable to both working and everyday life.

### Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

### Who will benefit from this course?

This course is suitable for anyone who would like to be more organised and productive with their time.

### Pre-requisites

None

### Learning Outcomes

- Plan and prioritise daily activities efficiently and in a productive manner
- Triumph over procrastination
- Effectively deal with crises
- Organise your workspace and workflow
- Efficiently delegate
- Ritualise your workload
- Plan effective meetings

### Related Courses

- Personal Productivity
- Project Management Fundamentals

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# Modules - Time Management

## Getting started

- Workshop objectives

## SMART goals

- The Three P's
- Create SMART goals
- Prioritising your goals
- Visualise your goals

## Prioritising your time

- The 80/20 rule
- Prioritising with the urgent-importance matrix
- Being assertive

## Planning

- Using a productivity journal
- The Glass Jar: Rocks, Pebbles, Sand and Water
- Ready, fire, aim!

## Procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

## Managing crisis

- When crisis calls
- Creating a plan
- Executing the plan
- Lessons learned

## The organised workspace

- De-clutter
- Managing workflow
- Dealing with email
- Using calendars

## Delegating

- When to delegate
- Who should I delegate to?
- Providing instructions
- Monitoring the results

## The power of ritual

- What is ritual/routine?
- Example rituals
- Using rituals to maximise time

## Meetings

- Deciding if a meeting is necessary
- Using the PAT approach
- Effective agenda writing
- Staying on track
- Was the meeting worthwhile?

## Meeting alternatives

- Instant messaging and chat rooms
- Teleconferencing
- Email lists and online groups
- Collaboration applications



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