



Course Title	Project Management
Duration	5 days
Overview	Understanding the project managers role, Defining the problem Determining the strategy Work breakdown, Estimating and scheduling resources, Tracking activities, Closing out the project, Developing the team, Ensuring your own effectiveness, Working across departments. Leading the team, Working with individuals Leading with a vision, Communicating, Rewarding and correcting Performance and training, Building Trust, Motivation methods and strategies, Negotiation Techniques. Control gain, Closing the deal, Negotiations - typical situations. Consideration, Attitude, Trust, Power, Communication, Responsibility. Developing an effective message, Creating successful teams, Developing successful teams, Geo-dispersed teams, Team Learning, Virtual Teams, Motivating, Planning, Building success, Communication, Getting input, Dealing with challenging people, Managing Work, Managing co-workers Organizing tasks and creating uninterrupted time, Managing meetings, Managing workload, Managing time with co-workers
Key Course Topics	Building and leading a team Managing stakeholders, Communicating effectively Key documentation, Balancing multiple projects Becoming more assertive, Business protocol Time management, Non-stop change, Goal setting and action planning
Cost	£750 + VAT per delegate
Venue	'Bryngarw House' Bridgend
Who Should Attend	Delegates in Project Management Roles, Graduates seeking practical tools and techniques in Project Management.
Follow Up	1-2-1 or group support available
Entry Requirements	None
Time Table	9.00 – 16.30 as per web site calendar. Start dates in November and February
Course Qualification	Course Certificate
Study Mode	Part Time, day release
Pre Course Questionnaire	None
Related Courses	Time Management, Problem Solving, Facilitation and Presentation Skills

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