

# Essential Skills of Successful Project Management

3 & 4 August – Mercure Hotel, Auckland  
9 & 10 August – Museum Hotel, Wellington



FACILITATED BY



**Robert Barnes**



## COURSE OUTLINE

Designed for those with limited or no previous training in project management. This course will provide practical strategies to ensure projects are well planned and managed, effectively controlled and successfully implemented

### Getting Started – What Is a Project?

- Understanding the methodology, tools and techniques to manage projects
- Prioritising which projects to do and when
- Identifying the benefits for the organisation
- Aligning project goals and specifications with your business objectives

### Planning Your Project

- What's in scope and what's not?
- Effective planning and realistic scheduling to determine what needs to be done
- Types of contingency to include in planning
- Establishing the project management roles and responsibilities

### Dealing With Change: Managing Resources

- Dealing with proposed changes to the project scope
- Running project meetings that make a difference
- Managing changes to processes and day-to-day functions
- Balancing

### Making It Happen

- Setting frequent goals to improve your time management
- Setting and controlling project budgets
- Introducing effective quality initiatives
- Trapping and disseminating best practices

### Project Risk Management

- Identifying sources, analysing and prioritising risk to projects
- Managing external clients and suppliers
- Planning your response to risks

### Project Monitoring - Keeping Your Project on Track

- Managing stakeholder expectations: getting commitment
- Implementing project control and reporting structures
- Monitoring activities and performance levels
- Reporting to the Sponsor and Steering Committee

### Time Management

- Exercising effective time management skills
- Setting individual and team objectives throughout the project lifecycle
- Overcoming procrastination
- Adopting appropriate delegation styles to suit your team members

### Getting the Most from Your People: Managing Your Strategic Relationships

- Developing the project group into an effective team
- Inviting, accepting and acting on feedback
- Negotiating conflict for improved project performance
- Using different mediums to disseminate information to your stakeholders



# ABOUT THIS COURSE

## Do you have what it takes to execute a project on time and to budget?

Project Management may not be your core function but it is quickly becoming a cardinal skill for most industries and disciplines. Many managers are increasingly involved in managing multiple projects, developing strategic plans and controlling a diverse range of people, events and resources within a set timeframe and budget. These projects can be as diverse as launching a new product, implementing new infrastructures, new devices, engineering and construction of buildings, vehicles or even relocating an office.

**Essential Skills of Successful Project Management** will help you further enhance your project management competence and provide you with the critical skills to develop your strategic thinking and create the right culture and systems.

The course encourages the sharing of ideas and discussion of real-life experiences and issues with your contemporaries and course facilitator. You will emerge from the course well-informed and able to align your project with your organisation's activities to consistently deliver successful results.

### WHO SHOULD ATTEND?

Those who are new to project management or whom are wishing to improve their project management skills

### COURSE APPROACH

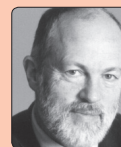
Throughout the duration of the two days, you will be actively engaging in discussion, challenge and debate with practical exercises designed to increase your ability to apply the theory and skills you are learning to your work life.

By sharing and discussing the ideas and issues you have learnt, we believe you will gain maximum benefit from this course.

Seminar Code: TE048 Brochure Code: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

## INSTRUCTOR PROFILE

### Robert Barnes



Robert Barnes is a highly experienced course facilitator with extensive skills in project

management and is an accredited Project Management Professional (PMP®). Robert's success as an effective project manager ensures he brings a wealth of practical experience particularly in the IT industry. With years of experience in IT and business consulting, Robert has worked with a number of organisations undertaking business and IT strategy planning, determining and assessing IT investments and ensuring that maximum value is obtained from these investments over their lifetime.

Robert has consulted to various high profile companies, including Fujitsu (Australia) Ltd, Fletcher Building Ltd, Royal SunAlliance (NZ), Agriquality Ltd, Health Waikato Ltd. and Livestock Improvement Corporation among others.



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### PRICES & SAVINGS

### EARLY-BIRD SAVER

### FULL PRICE

Register and pay **before** 5pm  
15 June 2011

Register and pay **after** 5pm  
15 June 2011

**Essential Skills of Successful Project Management**

\$1895 plus GST (SAVE \$200)

\$2095 plus GST

#### What happens if I have to cancel?

You have several options:  
• Send a substitute delegate in your place  
• Confirm your cancellation in writing (letter, fax or email) at least ten working days prior to the event and receive a refund less a \$300+GST service charge per registrant. Regrettably, no refunds can be made for cancellations received after this date.

Delegates are responsible for their own travel/accommodation bookings and no compensation will be made should the conference be rescheduled or cancelled.

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