

Project Management

Practical information: Number of participants: Between 5 and 10

Duration: 2 days (09:00 – 17:00)

Price per person @ Valesta office: €750

Course Overview

Project management is a crucial factor in work and the ability to manage our time has never been more important. Success as a project manager depends on your understanding of the principles and processes of project management; how you apply them to a project; and your ability to manage several projects simultaneously. Therefore, it is important that you understand and adopt key project management principles to ensure that all elements of each project are completed to the highest degree and within set timeframes and on budget.

This two-day course will equip the attendees so that they can lead and manage projects successfully. Each attendee can expect to learn techniques and the motivation behind these techniques. They will be given strategic tools to equip them with the ability to put theory into practice. Upon completion, they will feel confident to tackle the day-to-day project management challenges that they face, head on.

By attending this course you will gain:

- An understanding of the critical success factors of project management, as a whole and more specifically the key skills needed by a project manager
- An understanding of the various project management tools and techniques needed to lead successful projects
- An awareness and understanding of the different stages of a project

Course Content

The content of this course is theoretically based following the methodology of project management and will encompass the key steps to success and be adapted to the attendee's own workplace situations. Each participant will exchange personal experiences and focus on practical exercises and individual points of attention.

Attendees will also develop further understanding of the following topics:

- The specific characteristics of a project (in comparison with operational tasks) that lead a project from an opportunity to success
- The factors that drive a project to success, and the pitfalls to avoid failure
- The basic information of project management methodologies (Prince2 and PMBOK) which is translated and adapted to the size and complexity of each project.
- An overview of the different stages of a successful project (Initiating, Planning, Executing and Closing) and the member of the project management team who must oversee which stage
- A creative and innovative approach to problem resolution

On completion of this practical course, you will appreciate the pivotal role of a Project Manager. You will recognise the importance of being able to lead and motivate a team, and of possessing excellent time management, communication and other key essential skills.

For more information or to reserve a seat on this training course please contact us today!

We are flexible! Should you require training to be carried out in-house, we would be happy to discuss your needs and come up with a suitable solution for you.

Call our office on +32 15 28 15 05!