the project management training company

FACT SHEET



INTRODUCTION TO PROJECT MANAGEMENT

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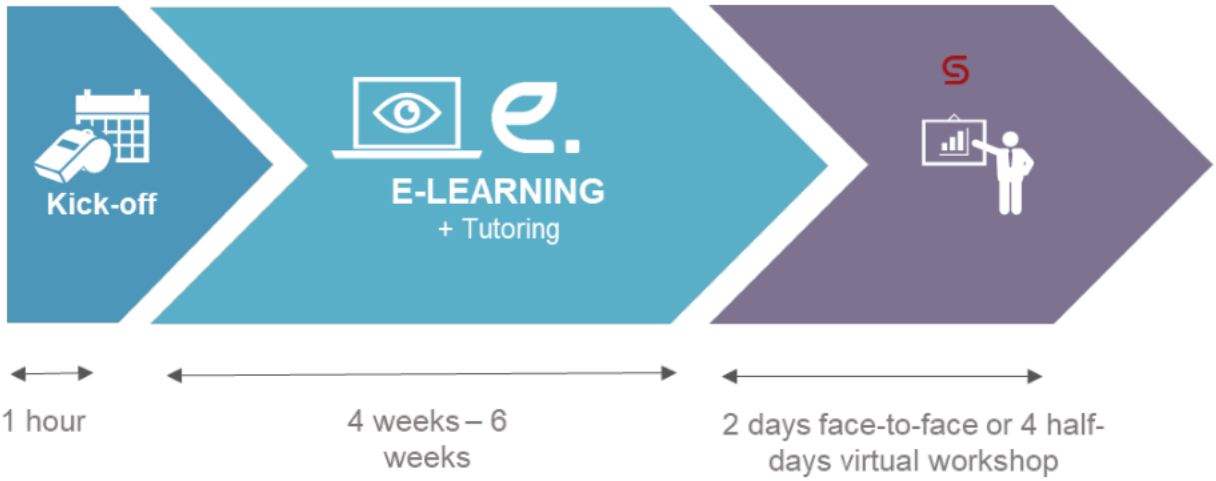
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DESCRIPTION

The training course “Introduction to Project Management” is the ideal, practical entry point to project management for junior project managers. The combination of self-paced learning followed by a 2-day intensive Workshop allows you to acquire the basics of project management in a highly effective and pleasant way and gives you the possibility to run a close-to-real project simulation.

This blended training will give you the proper level of knowledge, understanding and confidence to achieve the best possible management of a project team. The course focuses on fundamental aspects of project management, not only from a predictive, but also from an iterative point of view.



The training includes the following components:

The **kick-off**, which marks the official start of the training, takes place via a web conference tool and is led by the trainer. This short one-hour session allows the trainer to explain the different phases of the training, give an introduction to the use of the e-Learning tool, address all open questions from participants as well as engage the learners to commit to the completion of the e-Learning modules.

The **e-Learning** allows the learners to acquire the knowledge, the basic tools, techniques and procedures in a self-study phase of 4 to 6 weeks. In short, it enables the acquisition of the basics required for the participation in the subsequent workshop where the focus is given to dynamic interaction between participants and application of the theory acquired during

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the individual phase. The learners do the e-Learning autonomously but are not alone, as they are guided by the teletutor, which is the sale trainer as for the workshop.

During the **workshop**, the course participants learn how to apply the acquired knowledge through a series of group exercises and discussions. The workshop does not focus on the review of the e-Learning theory. On the contrary, it creates a direct link to issues encountered in the participants' working environment as well as applying the lessons learned to specific situations within the project management setting. Participants will have the opportunity to use our Project Simulation SimulTrain®.

DELIVERY

Our trainers have 10+ years of experience not only in the delivery of PM trainings, but also in doing project. Training can be held in English, German, French and other languages on demand. We also have the necessary experience and expertise to customize training contents and adapt to company-internal methods.

CONTENT

The course covers among other, the following topics:

- Introduction
- Project initiation and organization
- Scope definition and development of the concept
- Planning of activities and resources
- Risk analysis, monitoring and control
- Estimations, budget and cost control
- Quality planning and control
- Performance control and change management
- Training and team building, communication
- Project closing, lessons learned

TARGET AUDIENCE AND OBJECTIVES

Target audience :

This training program addresses project managers, project team members, executives and all persons who will have to lead, or play an important role in a project in the near future.

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Objectives :

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

- successfully initiate, plan, monitor and close projects;
- handle crucial elements like scope, resources, schedule, cost and quality;
- use practical skills in leading project teams;
- apply best practices to manage risks, variances and scope changes throughout the project;
- manage the stakeholder expectations and interests;
- improve their decision-making and leadership skills as a project manager;

DURATION AND ACCREDITATIONS

12 hours self-paced learning and 2 days of training.

All our courses are PMI® or IPMA® registered.

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