



PROJECT MANAGEMENT ESSENTIALS

DESCRIPTION

This is a short and concentrated training on the essential and basic concepts, methodologies and approaches in Project Management. The aim is to give non-experienced / non-trained collaborators who are involved in projects, the necessary basic comprehension, a common language and the tools and skills they need to succeed in that particular environment and be able to apply the learnings into their daily project work. The training can be face-to-face, fully virtual and in a blended-learning approach.

This course follows a blended approach which includes the following components:

1. a virtual kick-off,
2. followed by an individual e-Learning "PM Essentials" of 6 hours, with tutoring
3. followed by a 1-day face-to-face or 2 half-days virtual workshop



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 30-minute 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 kick-off is organized with the same trainer who facilitates the workshop and provides tutoring services.

The e-Learning phase 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 the individual phase.

During the workshop, the course participants learn how to apply the acquired knowledge through a series of group exercises and discussion. 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.

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:

- What is Project Management
- Stakeholder Management
- Scope definition/WBS
- Estimation & Scheduling
- Risk & Opportunity Management
- Roles & Responsibilities
- Communication and Teambuilding
- Execution & Control
- Project closing, lessons learned

TARGET AUDIENCE AND OBJECTIVES

Target audience :

This training program addresses project team members or anyone who is or will be involved in a project and need some basic understanding of methodologies and terminologies.

Objectives :

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

- understand the framework of a project;
- use practical skills to contribute to a project
- understand the common terminology;
- apply best practices;
- contribute to project success;

DURATION AND ACCREDITATIONS

6 hours self-paced learning and 1 day of training.

All our courses are PMI® or IPMA® registered.