

Principles of Project Management

*A one-day workshop on the skills and tools needed
by communications professionals to manage
complex communications projects.*

*It is equally applicable to in-house
PR executives and consultants.*

PROFESSIONAL
£365*



*For companies in the PRCA or delegates in the CIPR. Full price £435+VAT.

Aims of the course

This one-day workshop focuses on both the processes and dynamic skill set needed to deliver high quality projects on time and within budget.

Delegates take away a set of practical tools, recognised across different management disciplines, which can only increase their effectiveness and credibility.

Delegates learn how to:

- Set achievable success criteria.
- Plan and analyse the tasks involved in a complex project.
- Handle multiple projects.
- Monitor progress against plan.
- Modify the plan in response to changes.
- Manage meetings and agendas.

COURSE CONTENT

Overview

The roles and responsibilities within a project team and how these change during a project.

Project Initiation

Setting project objectives and success criteria. Business awareness and negotiation skills. SMART objectives.

Planning

Breaking down the work. Assigning tasks. Planning and analysis.

How to use a GANTT Chart and Critical Path Analysis.

Executing the Project

Launching the project, managing communication and the distribution of information. Leadership, people management and communication skills.

Agendas and effective meetings.

Monitoring and Controlling

Dealing with changes. Reporting progress against time and budget. Problem solving. Stress management.

Change management documentation. Reporting.

The Bigger Picture

Tips and tools for handling multiple projects. Resources to help to you grow your skills as a project manager.

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PR Training Provider