

# Working Effectively Using Project Management Techniques

Planning and managing tasks in a project oriented way is a key skill for success at work and at home. Whether you're planning an office move or an offsite meeting, we all work on projects.

This course will make you feel comfortable managing activities efficiently and effectively, using a simplified project management methodology.

## ***Designed for you***

This course is suited for any person required to manage small projects in their day to day work.

## ***Outcomes***

Learn how to:

- identify stakeholders
- set project goals
- define the project scope
- use planning to achieve your goals
- identify tasks, resources and constraints
- schedule resources
- track and manage a project or assignment
- keep everyone involved, motivated and informed
- work more efficiently and effectively using Project Management tools and techniques.

## ***Public course***

350 Collins Street, Melbourne CBD

One day: 9am to 5pm

\$ 540 + GST

Catering, course materials and certificate included.

## ***Dates***

- Wednesday 8 May 2019
- Wednesday 18 September 2019

Please check our [website](#) for the latest dates.

## ***Book a public course***

Choose between:

- Call 1300 655 098
- Send us an email at [info@icml.com.au](mailto:info@icml.com.au).
- Complete our [online booking form](#).

## ***In-house group training or coaching***

We deliver this program in-house to groups nationwide.

Choose a duration that suits you best, from a one-hour presentation to a multi-day workshop.

We boost this program's power by tailoring the content to your needs. Tailoring is mostly for free and always economical.

Call us on 1300 655 098 for a quote or send us an email on [info@icml.com.au](mailto:info@icml.com.au).

