

# 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 Project Management Techniques course will make you feel comfortable managing activities efficiently and effectively, using a simplified project management methodology.

## ***Designed for you***

This program 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.

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

Let us deliver this program within your company.

The advantage of in-house delivery is that we can tailor the:

- *content* to suit your organisation's needs
- *delivery* to reflect your procedures, values, examples and terminology. This enhances relevancy and application back to the workplace
- *duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

## ***Request a quote***

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au).