

# Project Management

This programme helps delegates achieve better results from their projects through a mix of good practice, self discipline and effective teamworking. The emphasis will be on practical applications through out.

**Suitable for:**  
Project managers

**Objectives:**

- Understand the basics of project management
- Learn how to deal with clients and colleagues for best results
- Appreciate the importance of teamworking

**Programme:**

- Identify personal objectives
- Different types of projects
- Defining the project
- Risk assessment
- Importance of team roles
- Identifying strengths
- Implementing and controlling projects
- Importance of prioritising
- Using assertive behaviour
- Framing positive outcomes
- Resolving differences
- Model for successful project management
- Personal action planning

**Duration:**  
One day