

Personal Development for Project Managers

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

For Project Management Training & Courses see wellingtonetraining.co.uk.

Course Description

This course focuses more on the softskills side of effective project management rather than principles and techniques of Project Management itself. The course is designed to support Project Managers who are responsible for more than just managing their projects.

Course Objectives

This course is suitable for anyone wishing to exercise greater understanding of their role and wider responsibilities when directing projects.

Booking Details

Call us on 01753 621200 or email us to request information on how to book this course.

Pricing

£300.00 per person attending this 1 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Location

This course can be delivered either "in-house" , at our Harpenden offices or a suitable 3rd party venue.

Course Duration

1 Day – training can be delivered either at your place of work, our offices or a suitable 3rd party venue.

Pre-Requisites

A basic knowledge of Project Management techniques is useful but not essential. Familiarity with Microsoft Project is also useful but not mandatory.

This course covers four main areas.

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Project Management Intro

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Negotiation Skills

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Presentation Skills

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Vendor Selection

Introduction

- What is Project Management?
- Project Life Cycle
- Project Definition
- Setting Objectives
- Work Breakdown Structure
- Risk Management
- Project Planning
- The Need for Planning and Techniques
- Resource and Cost Planning
- People in Projects
- Projects within Organisations
- Management Teams and the Role of the Project Manager
- Fundamentals of Execution
- Progress Monitoring and Control
- Project closure, Variance Analysis
- Results and Lessons Learnt

Negotiation Skills

- Plan & Organise Yourself

Identifying potential sticking points

Putting yourself in the buyer's shoes

One-to-one and team negotiations

Develop & Use a Strategy

Different approaches – examining the options

Use integrity and influence to win

Tactics & Techniques

Presentation Skills

- Rapport building – helping to get their guard down

Body language clues

Questioning and listening skills – keeping yourself ahead

How to achieve win-win scenarios

Securing the Deal

Confirm the deal

Maintaining your motivation levels and boosting your drive

Vendor Selection

- Formalising the Process

Identifying the Stakeholders

Look for Experience

Beware of the Low Bid

Think Total Costs

Presale Customer Service

Quality Management

Implementation

Training

Documentation

References

Risks

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