

Course information

Introduction to Project Management

About This Course

Is your project failing to go to plan? Are you not getting sufficient support from your manager? Are your colleagues not working together effectively? Can you find the information you need? This one-day course will give you the skills and knowledge you need to be an effective project manager, including how to lead and support your team.

Level

The course is designed to address the needs of project managers working in small to medium sized organisations. Either you will be completely new to project management, or you will have some experience and want to make sure that you are working as effectively as possible.

Aim

To help you initiate, plan, manage and evaluate your projects systematically, in order to measure your achievements and maximise learning for all.

Objectives

By the end of the course you will be able to:

- list the key dimensions of a project and explain project management jargon
- define objectives and outcomes in order to evaluate the effectiveness of your project
- manage your projects systematically using a tried and tested 4 stage model
- describe and apply the key knowledge, skills and attitudes required to manage and motivate your project team successfully
- identify and manage some of the factors which may help or hinder the success of your project.

Indicative Content

- defining groups, teams and projects
- project jargon busting
- exploring the project management cycle
- defining aims, objectives & outcomes
- evaluating your project
- managing and motivating your project team
- project management tool box
- force field analysis
- key dimensions of a successful project & personal planning.

Course Style

There will be a mix of trainer input and 'learning by doing' to ensure an engaging balance between theory and practical work, as well as learning from other participants.

For further information on The Environment Council and our learning and development opportunities, please visit:

www.the-environment-council.org.uk

Or contact Maeve O'Keeffe or Magnus Alanko on 0207 632 0118 / 0138, or email training@envcouncil.org.uk

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The Environment Council

Testimonial for TEC Training

Throughout the day and despite our changing needs and demands, the trainers remained calm, open and flexible in their approach.

Ruth Newton
Beyond Green

Trainer Profiles

Olivia Errey

Olivia is an accomplished project manager and experienced trainer with a background in environmental science. Olivia works within the Stakeholder Involvement Unit of TEC as project manager and facilitator on a range of projects including stakeholder forums, dialogue processes, stakeholder led research and evaluation of stakeholder engagement programmes.



Dates:

19 April 2007
19 June 2007
12 November 2007

Duration:

1 Day

Non-Residential.

Lunch and refreshments included.

Venue:

The Environment Council offices, Central London.

