

PROJECT MANAGEMENT FOR PAs AND OFFICE MANAGERS - 2 DAY WORKSHOP



OBJECTIVE

To enable Executive PAs, PAs, Administrators, Office Managers and other related professionals to develop the skills and practical knowledge of Project Management that is required to work effectively in a Project Team or run their own Projects.

WHO SHOULD ATTEND?

Practical Project Management for PAs, is aimed at Personal Assistants, Executive Assistants, Office Managers and Project Assistants who already, or in the future, will be involved in planning and organising projects.

You do not require prior training or experience in Project Management to attend this course.

People from other careers can also attend. If you have any doubts about your suitability, please contact us

COURSE OUTCOMES

- Understand of the key transferrable skills possessed by EA, PA or Office Manager that are valuable in Project work.
- Use this knowledge to adapt your CV and Career profiles in the future to Projects
- Overview of the key skills (technical and soft skills) needed in Projects
- Learn the core project terminologies
- An overview of key Project Management Models (including the PMP, Six Sigma, Project Lifecycle, PRINCE 2 and many more).
- A good understanding of pressures and constraints that impact Project Management.
- Methods for planning and controlling your project
- Appropriate soft skills to drive and influence your Project
- Practical exercises on planning and feasibility analyses.
- An understanding of how to manage the constraints of a Project
- How to produce Management Information to manage your Stakeholders.
- CPD Standards Institute Certificate in Project Management is issued upon completion. This is a professional, certified qualification.

The CPD Standards Office

CPD PROVIDER: 21228
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www.cpdstandards.com





STYLE OF TEACHING

Classroom format workshop, with a high level of interactive and practical exercises to create confidence when applying in the workplace.

The course is delivered by an experienced Project manager and business skill trainer.

ACCREDITATION

The course is fully accredited by the CPD Standards Institute and you will receive a CPD Certificate upon successful completion. This will enhance your CV.

DATES AND LOCATION

Souters Training Centre
32 Ludgate Hill
LONDON
EC4M 7DR

Training runs for two consecutive days from 10:30 to 4:30

COURSE CONTENT

Day One

- An overview of key project management models and their associated terminologies
- What is Project Management
- The Project Lifecycle model
- Planning a project and the associated models
- The optimal mix of soft skills required by a Project Manager
- Skills and experience of a good PM
- The Project Team
- Why is the skillset of an Executive PA and Office Manager ideal for Project Management
- Managing time and resources constraints
- Case studies of real life project situation and how to deal with them.

Day Two

- An overview of PRINCE2
- An overview of Project Management IT software
- Closing off and Post completion audit
- Controlling and Executing a Project
- Defining and researching the project; SWOT, Cost Benefit Analysis and Objectives
- Using Gantt Charts, Critical Path Analysis and other methods to present project progress, monitor and control.
- In depth review of Project Lifecycle
- Risk Management
- Project constraints