Project Management for Non-Managerial

Playing your Part in making Projects successful

5 Days

▶ **Upcoming Sessions**

26-30 Aug 2024	Amsterdam - The Netherlands	$5,950
02-06 Dec 2024	London - UK	$5,950
07-11 Apr 2025	London - UK	$5,950
25-29 Aug 2025	Amsterdam - The Netherlands	$5,950
01-05 Dec 2025	London - UK	$5,950

▶ **Training Details**

Why Choose This Training Course?

With the exponential growth in human skills and technology over the past five decades, projects have become increasingly demanding, valuable and complex. As such, the need to not only understand but also be actively involved in project management has become an essential skill required of most working professionals. By better understanding how projects are planned, organized and controlled from the start to finish, non-managerial personnel will be able to play a crucial role in the successful delivery of projects of all types and sizes.

This Project Management for Non-Managerial training course is tailored to provide all participants with a solid grounding in the fundamentals of project management. This will not only help develop you into an essential member of any successful project team but will also provide you with the necessary skills to become a highly successful project manager in your own right.

This Anderson training course will feature:

- Learning about what makes projects complex
- Understanding the importance of project context and environment
- Developing skills in project planning and organising
- Recognising how to identify and manage project risks
- Learning how to control projects and adapt to change
- Understanding what it takes to be a project manager and team leader

What are The Goals?

By the end of this Anderson training course, participants will be able to:

- Understand the fundamental principles of project management
- Apply the best practice in planning and organizing projects
- Know how to accurately monitor project progress and control change
- Proactively identify, analyse and mitigate projects risks
- Work effectively as key project team member

Who is this Training Course For?

This Anderson training course is tailored for all personnel who are exposed to, involved in or responsible for the successful delivery of projects of all sizes and complexity levels.

This course is suitable for wide range of project management professionals but will greatly benefit:

- Project Team Members
- Group leaders
- Consultants
- Project support
- Technical leads
- Supervisors
- Project Support Staff

How will this Training Course be Presented?

This training course uses both conventional and non-traditional techniques. It utilises small group and facilitated plenary discussions as well as instruction to explore key concepts, models, tools and techniques. Hands-on exercises and case studies are used to practice the application of knowledge and use of skills. Structured reviews provide the opportunity to consider how the learning can be applied to the delegates' own work.

▶ Training Details

Day One: Introduction to Project Management

- What is a project?
- Problems and difficulties associated with projects
- What is project management?
- The project lifecycle
- Initiating a project
- Project justification

Day Two: Risk Management and Project Planning

- Risk management
- Risk Identification
- Qualitative & Quantitative Risk Analysis
- Risk Response Planning
- The contents of a Project Management Plan (PMP)
- Level of planning detail – the Work Breakdown Structure (WBS)

Day Three: Project Estimating, Resourcing and Scheduling

- Project Estimating
- Time Scheduling (the critical path)
- Network Logic and Dependency Analysis
- Preparing for Project Execution
- Designing the monitoring process
- The project control process (Issue and Change management)

Day Four: Project Control, Performance Monitoring and Interface Management

- Document Control
- Earned Value management (EVM)
- The Requirement for communication in Projects
- Interface Management
- Project Team Development

Day Five: Project Leadership, Communicating and Negotiating

- ▸ Leading by Influence
- ▸ Communication, Delegation and Motivation
- ▸ Stakeholder Management
- ▸ Preparing and conducting Negotiations
- ▸ Project Reporting, Evaluation and Closure

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae