

PROJECT MANAGEMENT – An introduction – Level 1

Duration: 3 days (21h)

Dates: available within two months

Price general public: EUR 1.725/pers. (no VAT)

Price in-house: on demand (4-12 pers.)

OVERVIEW

Project management adds value to every profession, production process, and service. It is a fundamental competence at all levels of an organisation or company. Managing projects—both processes and people—enables hierarchical and lateral teams to collaborate systemically, analytically and systematically throughout all phases, from concept to evaluation of results.

Every process encounters both planned and unexpected events, requiring adjustments to changing circumstances. Projects must remain flexible to adapt while maintaining focus on their objectives.

Strategic and programme-level plans are implemented through both localised and interconnected projects. In matrix organisations, these projects require leadership skills that span across functions and teams.

This seminar is an introduction to Project Management, including the methodologies and software tools that are best suited for running projects: Prince2, PMI, Agile, and more.

LEARNING OBJECTIVES

- Managing a project, whether local, national or international, from start to finish
- Understanding the life cycle and controlling the process
- Defining scope, objectives, phases, schedules, resources, tasks and priorities
- Using effective methods to address issues
- Selecting the most appropriate collaborative tools
- Controlling resources and risks
- Leading the team well and managing social aspects
- Demonstrating persuasive and caring leadership

AUDIENCE & PRE-REQUISITES

- No pre-conditions
- All audiences



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PROGRAMME

- Project typology
- Project rationale (what is the need?)
- Functional postures of project lead: planning, coordinating, influencing and negotiating
- Project system: defining expected results, outcomes, and impacts— stakeholders' benefits
- Toolbox: techniques for dealing with task-related and people-related difficulties: prevention and redress
- Simulations with participants' projects
- Collective intelligence and participatory methods for projects with transversal or external stakeholders
- Individual and project performance
- Individual and organisational development through projects.

METHODS & EVALUATION

Rich and flexible training design: theoretical input, discussions, reflection and sharing of experience, role-plays and simulations, practical exercises.

Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after the training

Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

Certificate: EUROBOGEN certificate of participation

OTHER RELATED TRAINING

- Conflict management and mediation
- Managing teams efficiently
- International project management

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