



Skills for Project Managers



2 Day Course



Classroom or Virtual Blended Training



Accredited Course

Aligned to Unit Standards 120372 (5 credits) and 120373 (9 credits) in the Project Management Level 4 Qualification.



About the Course

 **Classroom:** R 6,850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

Project management skills are fast becoming one of the most important business knowledge sets and are essential for achieving project success for a wide range of people. Projects are also being used to increase sales, improve customer satisfaction, reduce costs, improve the work environment and in all areas where a change is needed.

This 2-day **Skills for Project Managers** course has been designed to “fast-track” project management skills to those who have been given responsibility for projects, allowing them to achieve objectives faster, more effectively, on time and with fewer resources.

This course features many “hands-on” sessions to enable delegates to immediately initiate and run their projects.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance



Course aligned to Unit Standards 120372 (5 credits) and 120373 (9 credits) in the Project Management Level 4 Qualification. *Unit Standard Assessment is optional but charged an additional fee of R 1, 450 Excluding VAT per delegate.*

What you will learn

- The key elements of a successful project management process and how to structure a project with realistic goals and milestones
- A step-by-step approach to planning the project, using project scheduling techniques to get to an achievable, effective project timeline
- Working effectively with the resources and team you have available, including identifying their roles and responsibilities and the allocation of tasks and deadlines
- Implementing a system of checks and controls to help you keep “on-top” of your project, and provide early warnings of problems or delays
- Managing, monitoring and motivating a project team, and how management skills in a project environment need to differ from traditional line management
- Managing your risk during the project, including identification of high risk tasks, and the preparation of contingency plans
- The key principles to managing the project through its life cycle, including monitoring budgets and deadlines, so that you can successfully complete your project on target and on time

Who should attend

Project Managers, Project Coordinators, Project Administrators, Production Managers, Marketing Managers, Financial Managers, Administrators, Operations Managers, HR Managers, Technical Managers, Engineers, IT Managers, System Administrators, Personal Assistants.



“A very informative and practical course. I gained several critical skills and techniques that will help me to manage my work projects more efficiently”

- **Project Administrator,**
ISF Group

Course Programme Agenda

Getting the Basics Right: Understanding the Project Management Process

- What defines a project
- Introduction to the key elements of a project
- What phases does a typical project go through
- What the characteristics are of a successful project
- Working with a Project Team
- The importance of time and deadlines

Getting it Started: Initiating a Successful Project

- Identification of the project goals and objectives
- Defining the required deliverables
- Conducting a "Project Scoping Exercise"
- Identifying and analysing the risks
- Working out the constraints and dependencies
- Deciding on a strategy for running the project
- Agreement on levels of authority

Preparation: Surviving the Project Planning Stage

- The contents of a Project Plan
- Steps in the development of a plan
- Developing a time schedule
- Identifying milestones
- Setting up a successful administrative system
- Identifying your projects' Critical Path
- Setting and agreeing Project Budgets

Structuring the Team: Organising Roles and Responsibilities

- Deciding on the structure you will use to organise the project
- Setting out roles and responsibilities
- Clarifying reporting and authority lines
- Allocation of tasks and activities
- Getting commitment from team members
- Identifying and managing other stakeholders in the project

Leading from the Front: Skills for Managing a Diverse Project Team

- Management styles for Project Leaders
- Taking advantage of strengths and weaknesses
- Delegating of responsibilities without losing control
- Communicating with the team without long wasteful meetings

Keeping a Finger on the Pulse: Steering, Monitoring and Controlling the Project

- Understanding why controls are required
- Using a time schedule and modifying it for the unexpected
- Identification of key areas to monitor Monitoring the "Critical Paths"
- Tracking time, resources and costs against the plan
- The use and benefits of Project Scheduling Software

Covering the Bases: Identifying Key Project Issues and Risk Planning

- Introduction to Project Risk Management
- Identifying, assessing and managing key risks in your project
- Setting up contingency plans
- Other issues that often arise in managing a project

When Things go Wrong: Successfully Managing Change and the Unexpected

- Dealing with changes in scope during the project
- Handling unexpected problems
- Calling on additional resources to help
- Speeding up the decision making process

Wrapping it up - Concluding and Finalising the Project

- Wrapping up the details
- Conducting the hand-over/ outstanding issues
- Preparation of the Project Report
- Comparing achievements to objectives



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification*



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

[Request a Quotation](#)



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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