

## **Project Management Training**

### **Overview**

Ideas for projects can come from different sources such as feedback from our customers, business strategy decisions, broken processes and ideas from employees. But what is a project? One possible definition for a project is series or compilation of tasks and activities to successfully complete an objective against certain goals or requirements. Generally a project has a start and end point, beginning and an end, may consume time, money and resources. Thus it is very important for any business to carefully select the right ideas for projects before starting the process of Project Management.

Project Management is a structured process for planning, executing, monitoring and closing all aspects of the project including time, money, resources to ensure the successful completion of the objectives against the goals or requirements. Having the right person as project leader with the right skills is essential to ensuring efficient and effective Project Management. Skills like Project Charter Writing, Team Building, Change Management, Risk Management and Project Planning are key elements to success.

Project Management Training offered by Alora Consultants focuses on the practical tools and methodologies that will allow Project Leaders efficiently and effectively manage projects. The format of the training will be tutor led. The training is very interactive thus there is a lot of emphasis on group dynamics and ensuring the attendees participate and interact with the trainer and each other. The training is conducted through presentations, simulations, role plays, group exercises, discussions and case studies.

### **Duration**

This is a 2 day training program.

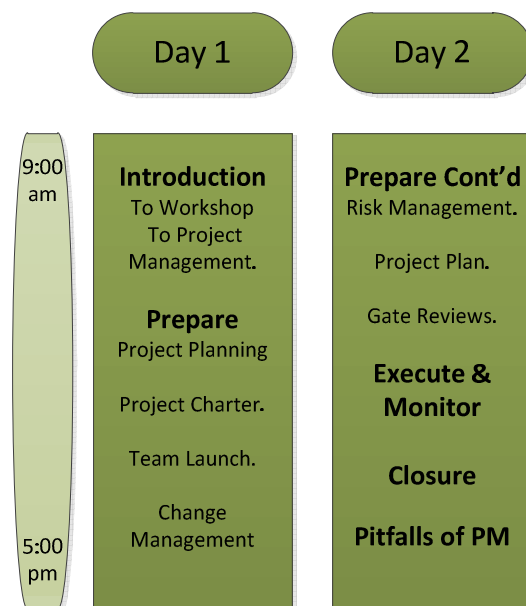
### **Objectives**

By the end of this training programme the attendees will be able to:

1. Understand Project Management methodology and tools.
2. Understand how to use a systematic process for managing projects.

## Content

The course programme focuses on a systematic approach to Project Management. The training details a 4 step approach; Prepare, Execute, Monitor and Closure. The training focuses on the practical tools required on this 4 step approach focusing on tools such as Project Charter Writing, to Project Plans to Change Management and Risk Management. There is also a discussion on the Pitfalls of PM including obstacles to success, Do's & Don'ts and how to manage projects that are under performing.



## Evaluation

The trainees will be evaluated on 2 different levels.

### Level 1 – Reaction

The reaction of the trainees to the training programme will be evaluated at the end of each day through an informal feedback method and at the end of training programme through a formal feedback form. The results of the feedback will be shared with the Client.

### Level 2 – Learning

The skills, knowledge and attitude of the trainees will be evaluated at the end of the programme by the completion of a simple examination.

### **Certification**

Each attendee will receive a certificate of completion of the training course once they successfully pass the examination.

### **Who should attend?**

This course is intended for those employees within a business who are engaged in managing projects, for example Process Engineers, Quality Technicians and Engineers, Maintenance, Supervisors, Managers, Executives and Project Managers.

For further information on Project Management Training  
please contact our Engagement Director  
**Brigid Marmion +353 87 6144094**  
or e mail [brigid.marmion@AloraConsultants.ie](mailto:brigid.marmion@AloraConsultants.ie)