

Successfully Managing L&D Projects – 2 days

Course Overview

Effective project management skills are becoming increasingly important to L&D Professionals. Many organisations are adopting a project approach to organising work, this is in response to the demands for continuous improvement in quality and also ensuring value for money. Project management offers L&D Professionals some methodologies along with the tools and techniques to not only keep their training projects on track, but also talk the same language as their clients. This course is designed for those who need a practical "hands-on" approach to managing training projects.



Course Objectives

Delegates will learn how to:

- Recognise when a project approach is required;
- Identify and manage stakeholders to maximise success;
- Understand the key phases in the project life cycle;
- Create a project specification document;
- Create the appropriate project structure, roles and responsibilities;
- Use a range of planning tools to create a plan and identify the critical path;
- Define the different approaches to monitoring progress;
- Assess and manage risk;
- Control the project through informed decision-making.

Course Content

What is a project and what are its pitfalls? Project roles and responsibilities; Personal attributes of a project manager; Step-by-step approach to project start-up; Project prioritising tool; Project initiation document; Planning tools; Estimating time and costs; Managing project risks; Keeping projects on track; Bringing a project to a close.

Our CPD Courses can be delivered "In-House" anywhere in the world. We can meet your organisation's specific needs and learning materials can be customised to provide greater relevance.

For more information call 0845 474 1969