

Project Management for Business Leaders

2-Day Workshop

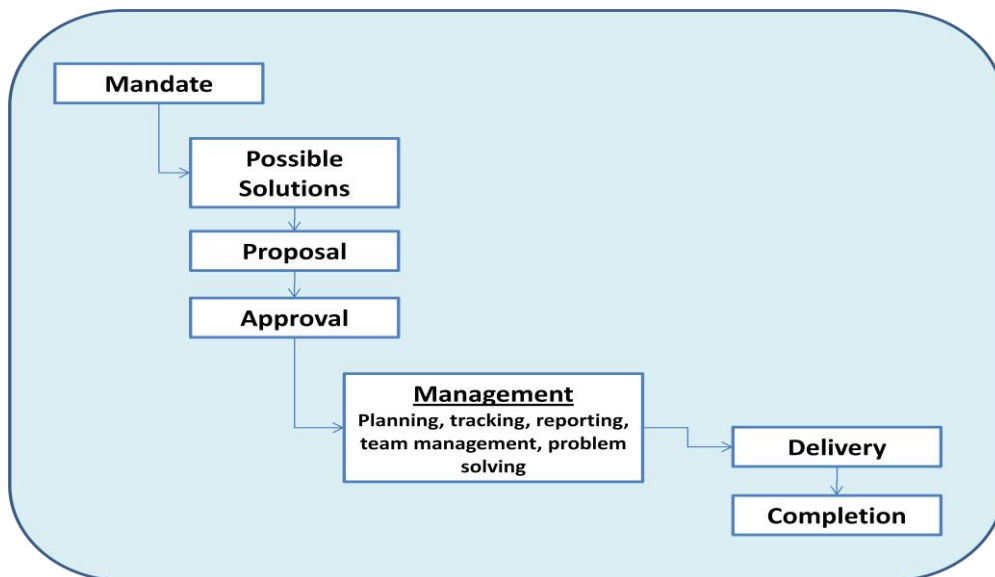
Overview:

All business leaders are required to manage projects as part of their responsibilities. Whether you are launching a product, implementing new technology, moving your office to accommodate growth, or planning next year's sales conference, practical project management tools can help you successfully achieve your business objectives.

It is critical for business leaders to have a project management process that delivers solutions to business opportunities and challenges, that is effective, and that reflects the multi-tasking environment in which they work. An effective project management process will allow you to

- ensure that your project will meet business and financial objectives;
- track your progress efficiently while ensuring the effectiveness of your project team; and,
- prepare for and manage unexpected challenges that threaten the success of your project.

This workshop presents Project Management as a series of steps taking you from the objectives you wish to achieve to the completion of your project, all set within the context of your business environment, your project team and the demands of your other business duties. The diagram below identifies the steps in the Project Management process that are presented:



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Workshop Content:

- Day 1:
- Part 1: Introduction to Project Management
 - What is Project Management
 - Managing Projects in a Business Environment
 - Part 2: Project Planning
 - The Project Charter
 - Building your Project Proposal
 - Go / No Go Decision
- Day 2:
- Part 3: Managing a Business Project
 - Administration: the project plan, tracking progress, budget management, reporting
 - Team Management
 - Problem Solving
 - Part 4: Challenges within Project Management
 - Communication
 - Managing Project Politics
 - Difficult Team Members
 - Managing a Project while Doing your Job
 - Part 5: Questions and Practical Discussion

The workshop material will be complemented with real-world examples. Participants will also engage in a team exercise that will put into practice what they learn throughout the program.

What will you learn?

In this workshop, you will

- learn what project management is, and what is isn't;
- understand what is required to get your project approved and launched;
- learn how to manage a project efficiently and effectively;
- understand how to integrate what you have learned into your business role; and,
- practice what you learn throughout the workshop in a series of team exercises.

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Take-Aways:

Each participant will receive a comprehensive guide containing all of the key learning materials and providing space to take notes and complete the exercises. Templates and a set of tools for implementing the Project Management process will also be included.

Follow-up Coaching:

For participants wanting to incorporate project management into their organization with the assistance of a coach/facilitator, coaching sessions can be scheduled at an additional charge.

Coaching can be performed through face-to-face encounters, through email exchanges, or via telephone. Facilitation of your project planning sessions can also be arranged. Please contact us for further information.

Who Should Attend?

Business leaders who manage projects within their current duties and who seek an effective but realistic approach to project management.

Your Facilitator:

A Harvard graduate with extensive strategy, planning and management experience. This facilitator has built her reputation through many years of success in business coaching in the areas of strategic planning, process management and project management.

Through her accomplished business background, she has accumulated extensive knowledge in business leadership, marketing, project management, and team leadership.