

● *Compact Course
in Project Management*



The foundation for your wealth of knowledge!

Would you like to be fully prepared and ready for your job as a project manager? Maybe you have already managed a project, but would like to improve your understanding of project management? Or perhaps you are looking to add more tools to your project management tool box? In this training you will learn how to initiate, run and finish a successful project. You will also learn how to focus your team on the project goals and how to master difficult leadership situations.

In addition, this course fulfils the international certification standards and teaches the fundamentals for project management according to IPMA®, PMI® and PRINCE2®.

Duration: 7 days, 49 PDUs¹, 56 QHs²

What will you learn:

- > Planning and starting projects with simple methods
- > Carrying out integrated project controlling (hard and soft facts)
- > Closing projects professionally
- > Leading project teams and mastering conflict situations

Included:

- > Book „Let your projects fly“
- > Software next project light+



Module 1: Planning & Starting Projects

Starting a project is its most critical phase. If anything is missed out at the beginning, it will have to be caught up on later – usually at a high cost. This training will enable you to successfully initiate a project and, so doing, create a solid foundation for your project and its success.

- > Project management as an approach to successfully running a project
- > Defining a project and creating a clear project assignment
- > Designing project start processes
- > Setting up and conducting a project kick-off workshop and a project sponsor meeting
- > Analysing the project's context: project boundaries and project context analysis
- > Planning the scope of a project: project deliverables plan and work breakdown structure
- > Setting up timelines: project milestone plan and Gantt chart
- > Developing resource and cost plans
- > Establishing an organisational and communication structure
- > Defining work packages and allocating tasks
- > Overview: identifying and managing risks
- > Documenting projects

About the content



Costs

EUR 3.650,- (excl. VAT.)

The price includes the costs for the 3 modules, training materials, break refreshments and lunches. The modules take place from 9:00 am to 5:00 pm. The general terms and conditions of the next level academy apply.

¹professional development units (for Re-Certification to PMI®)
²qualifying hours (for Re-Certification to IPMA®)

Module 2: Controlling & Closing Projects

A lot can happen from the time a project is launched to the time it is successfully completed and closed down: the project can divert from its plan, new requirements may surface and inter-personal team issues may impact the project's progress, to name just a few potential obstacles. In this training you will learn how to maintain an overview of your project, how to manage it pro-actively and how to bring it to a successful conclusion.

- > Setting up project controlling processes
- > Managing scope, schedule, resources and cost: determining their status and implementing measures to keep on track
- > Managing the human aspect of a project (project organisation, and project environment)
- > Conducting project controlling workshops
- > Compiling a project progress report
- > Conducting a project sponsor meeting
- > Designing processes for change requests
- > Overview: managing project risks
- > Designing and implementing a project close-down process
- > Conducting a project close-down workshop
- > Documenting lessons learned from the project
- > Compiling a project close-down report

Module 3: Leadership in Projects

One of the most important tasks of the successful project manager is to motivate project team members and to fully engage them in the shared goals of the project. In this training you will learn how to develop strong leadership for yourself and your team - even in the absence of formal or hierarchical authority.

- > Experiencing and reflecting on leadership
- > Understanding your own, and team members' behaviour better
- > Introduction to leadership and communication models for the effective management of teams
- > Discussion of, and reflection on, challenging leadership situations applicable to projects
- > Understanding team dynamics and supporting team development
- > Motivating the team without the use of incentives (e.g. promotions and/or raises)
- > Dealing with difficult team members
- > Constructively dealing with conflict: how to consciously escalate and de-escalate conflicts
- > Effective tools to expand your ability to communicate

Training with a seal of quality

PMI-PMP® or CAPM® Exam Preparation

After having attained your project management qualification, these trainings prepare you in an effective way for project management certification as a Project Manager Professional (PMP)® or Certified Associate in Project Management (CAPM)® according to the standards of the Project Management Institute (PMI). The training content is based on the current edition of "A Guide of the Project Management Body of Knowledge (PMBOK® Guide)". After completing the trainings, you will have the required 35 contact hours for taking the PMP® exam or the required 23 contact hours for taking the CAPM® exam.

- > Overview of the certification process (requirements, registration, examination, etc.)
- > Working through Knowledge Areas from A Guide to the Project Management Body of Knowledge (PMBOK® Guide)
- > Intensive exam preparation for all 3 domains:
 - > People
 - > Process
 - > Business Environment
- > Practicing and training by working through simulated exam modules
- > Planning of individual exam preparation

Read more
about PMP®



Read more
about CAPM®



pma/IPMA® Level B, C or D Exam Preparation

After having attained your project management qualification, these trainings prepare you in an effective way for project management certification as a Senior Project Manager (IPMA Level B®), Project Manager (IPMA Level C®) or Project Management Associate, cPMA (pma/IPMA® Level D).

- > Get to know the modalities and certification process
- > Simulate exam-like units
- > Practicing and training by working through simulated exam modules
- > Planning of individual exam preparation
- > Tips and tricks for the certification exam

Read more
about Level D



Read more
about Level B, C



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If you need more information,
contact us!



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