

Why take a project management training course?

A project management training course is not only a good investment for the organisation you work for but also for you personally. More and more organisations work on a project base. There is an increasing chance you will be asked to participate in a project or manage one. By taking this course you will be prepared to handle your project more effectively. Organisations that have taken the project management training course are able to innovate and/or reorganise faster, cheaper and more effectively.

During the project management training course we will teach you how to manage projects 'by the book'. However, we will also teach you why theory sometimes doesn't work and what to do when it doesn't. You will share your experiences with your peers and there will be opportunities to discuss specific cases from the work floor with an experienced teacher. Of course you will also be taught the basic skills such as planning, budgeting and managing a team.

The project management training course is useful for project workers and both inexperienced team managers and experienced ones who want to refresh or expand their knowledge. Even managers who themselves don't work project based but have to deal with organisations that do will benefit from this course. (line management, purchase management and middle management.)

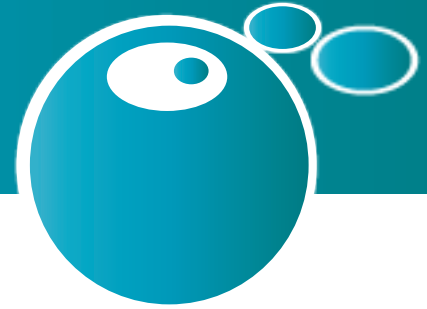
Project management training course

Programme contents:

Day 1: Introduction to the field of project management

Contents (theory)

- Characteristics and jargon of project management
- When to apply project management and when not to
- Basic project structure (phasing, understanding what to do in which phase)
- Planning duration, budget, resources and people
- Writing a project plan and getting it approved by upper management
- Leading a project (in terms of budget, organisation, quality, time and information)
- Project administration



Contents (skills):

- Listening skills
- Making clear agreements for 'deliverables'
- Writing a project plan

Day 2: more in-depth training

Contents (theory):

- Project management and the mother organisation
- Basic starting point of a project
- Organisation culture
- Project management within changing organisations
- Preview MS projects and other project management teaching aids
- Communication within and surrounding a project
- Assembling teams
- Motivating teams
- Assigning roles, tasks and responsibilities in a project team
- What is my position in the team?

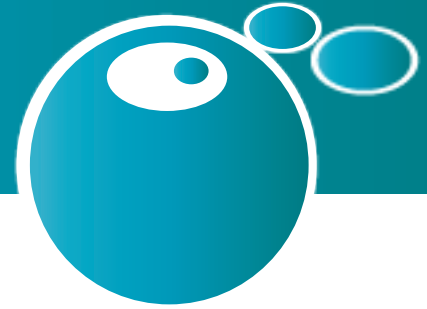
Contents (skills):

- Working with templates (budget, planning, action- and decision lists)
- Feedback

Day 3: More in-depth training and training soft skills

Contents: (theory)

- Risk management in projects
- Why projects get delayed (and what to do about it)
- Leadership styles
- Evaluating and closing projects
- Overview of different methods of project management (prince2, IPMA, PM-BOK, DSDM, XP)
- Introduction to agile project management
- Recognising good negotiation moments



Contents (skills):

- Non-verbal communication, being firm
- Leadership
- 'Tough' conversations training

Course material:

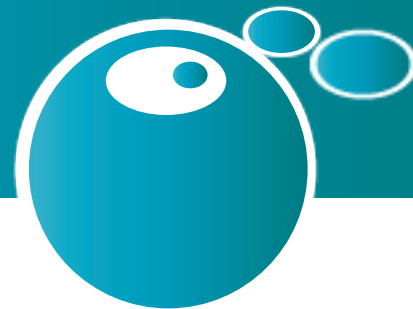
- The project management handbook
- Project templates (in Word and/or Excel) in which to direct your project
- Project plan template
- Folder containing reading material, exercises and tests

After this training course you will know:

- Basic project management theory
- How to avoid most major pitfalls
- Why projects succeed or fail
- How to deal with clients, team members and other people involved in the project

After this training course you will be able to:

- Write a project plan
- Direct a project
- Establish and set clear mile markers for a project
- Work with the templates for budget, risk management and issue logs
- Work out a planning
- Close a project and evaluate it



Further development after this training course...

www.projectmanagementtraining.net offers follow up courses in:

1. Programme management
2. Agile project management

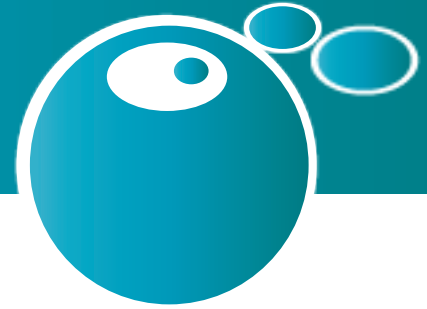
Programme management involves directing multiple projects. Agile project management is an interactive style of project management. The latter is especially useful for software projects and projects in the creative sector. See our website for more information on these training courses.

After the training course you may, of course, wish to develop further skills outside our programmes. Training programmes that may complement our training course are: Prince2, IPMA, DSDM or a course in MS Projects. You could also work independently on deepening your knowledge. At the end of the course we will provide you with some tips on how to do this.

Our clients

www.projectmanagement-training.net has among it's clients: CDG Europe b.v. KNAW (Royal Science Academy), Hogeschool Amsterdam, IJsfontein, Dedicon, Learnit, Hogeschool Utrecht, Amsterdam University, Ranj, Noterik DANS (data Archiving and Networking Solutions), ICM, Tech University Eindhoven, Poort80, Vedior N.V., KPN, ABN-Amro, ING, Schiphol, Amsterdam city council, Rotterdam city council, Dordrecht city council, NS Facility services, KLM, Telfort, the University Museum, The tax office, the ministry of Justice, the ministry of housing, knowledge net, Ahrend, Nedcon, TNS-Nipo, Avandis, Utrecht city council, Nissan, Cyclotron, Magion, De Zorgcikel (the healthcare circle), Vitae, McDonalds, Almere city council, Trazar, Studiekring (the studycircle), Kunstenaars en co.(artists and co.), ROC Mondriaan, Klever construction B.V. KNMP, Tolkneta (interpreter net), Shell and the Catholic Schools Foundation Utrecht.

The project management/ project base working training course is based on The PM BOK Standard (Project management Body of knowledge), an international project management standard. You may not derive any rights from this brochure. Contents are subject to change.



Enrolment form for project management training course (Page 1 of 2)

Yes, I would like to take part in a project management training course

Date of choice...../...../20...

(see www.projectmanagement-training.net for available dates).

The training course costs 1595,- Euro and is exempt from VAT

Mr. /Mrs. (cross out that which is not applicable)

First name:

Last name:

Company:

Address:

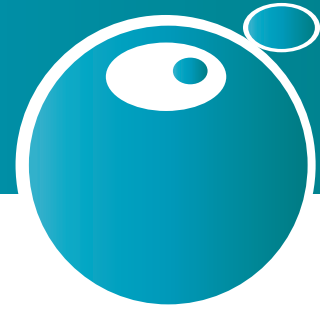
.....

.....

Phone no.:

E-mail address:

(Please fill out the next page as well)



Enrolment form for project management training course (Page 2 of 2)

Billing address (if other than the above):

Mr. /Mrs. (cross out that which is not applicable)

First name:

Last name:

Company:

Address:

.....

.....

Phone no.:

E-mail address:

Signature.....

By signing this document I agree with the terms and conditions as stated on www.projectmanagement-training.net. We will take your enrolment in order of arrival. Should the training course on the date of you first choice be fully booked, we will discuss options for a later date with you.

Please send this form to the address stated below:

Or fax it to: +31(0)87-7842648

Projectmanagement-training.net
Ir. Jacoba Mulderplein 92
1018 MZ Amsterdam
The Netherlands
email: projectmanagement@projectmanagement-training.net