

Projects on Target

Project Management Tools and Techniques

2 day workshop

Have you ever been

- Involved in an event where nobody seemed to know who was in charge?
- Expected to organise a project but not felt "in control"?
- Left wondering WHAT is to be done, WHO is doing it, by WHEN, and WHY?
- Wishing there was a universal step-by-step process you could use to organise multiple activities?

Discover a 3-step proven methodology for project management and gain practical tips to control YOUR PROJECT in this unique workshop.

During the Project Management Tools and Techniques Workshop, each step is covered through practical exercises, enabling you to spend a full 1/3 of the course applying the model to YOUR PROJECT, so you go back to your office or site ahead of the game.

Who will benefit from this workshop?

Anyone working on an operation or activity that is discrete, faces time constraints and must adhere to a budget, including:

- Conferences and events
- Office removals
- Bids and tenders
- Product prototyping and manufacture
- Publications
- Hardware/software implementations and upgrades
- Construction
- Office or plant start-ups

Our course recognises the hidden challenge of any project - **PEOPLE** and will ensure you are able to:

- Apply 3-step methodology to almost any activity that must meet deadline, budget
- Learn techniques of managing time and tasks
- Increase motivation and effectiveness of everyone involved in the project.

The two-day course, priced at just **£550** + VAT, will run from 09.00 - 17.30.

Price includes lunch, refreshments, a comprehensive colour delegate manual, checklists and master forms that you can put to immediate use on YOUR project.

If you cancel and give more than 10 days notice there will be no charge. Cancellations within 3 - 10 days will be charged at 50% and fewer than 3 days at 100%.

GP is committed to promoting equality of opportunity throughout all operational activities.



for further information please call

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