

“Expect the best, plan for the worst, and prepare to be surprised.”

Dennis Waitley



Project Co-ordinators

Half day course

Learning Outcomes

By the end of the four-hour workshop, participants will be able to:

- ▶ Apply tools and techniques to assist the project manager.
- ▶ Understand the reasons for good risk management, good stakeholder tracking and how to monitor spend, schedules, and changes.
- ▶ How to have efficient meetings and record actions.

Investment

- ▶ \$800 (excl GST) - Per participant registered on a public course.
- ▶ \$4,750 (excl GST) - In-house course (up to 12 participants). Talk to us about tailoring to your requirements.

Each participant receives a full set of training materials and their own comprehensive guide for project co-ordinators.

For bookings

DATES: For public course dates see the website or get in touch.

EMAIL: info@tregaskisbrown.co.nz

PHONE: Call us on 04 499 9363

Project Management for Project Co-ordinators

This four-hour workshop will help you understand your important role as a co-ordinator or administrator for projects. You will work through the process of project management and identify when a co-ordinator can add value to the team and to project leaders. We will work through 'how' and 'why' techniques are used to provide assurance to the project leaders. It's not just about keeping documentation up to date, it is about knowing when things might be heading off track, working with the project manager to get a 'go to green' plan – getting the project back on schedule and within budget.

Topics

- The Why of Projects
- The project lifecycle
- Methodologies
- Portfolio v programme v project
- Project structure
- RASCI
- Planning, Doing and Closing Activities
- Successful Meetings
- Change requests
- Stakeholder tracking
- Overview of Risk Management

Who will benefit?

- People who are in a project co-ordinator or administration role.
- People who aspire to be in a co-ordination or administration role.

An applied learning approach

The course is lively, interactive and varied. Learning is collaborative and participants will have the chance to share ideas and work on solutions to problems together.

It's important that the training sticks, so the facilitator will get in touch with each participant about three weeks after the course to check progress and see if they have questions or need advice.

“The workshop provided the fundamentals to project co-ordination in an engaging and relevant way. I thoroughly enjoyed the activities that helped apply what we were learning.”

Recent client feedback

