

Planning and Leading a Change Project



Who Should Attend?

The course is suitable for the first timer to project management or the project management professional who wants some formal recognition for their skills and knowledge. Ideally teams of three or four from any organisation who have a project that they are about to undertake will find the time spent on the course extremely valuable. Teams have the added advantage of spending quality time together over four days planning their project whilst also receiving expert knowledge and guidance.

COST

Certificate IV	\$3,600
Diploma	\$4,500
Advanced Diploma	\$5,450

PLANNING & LEADING A CHANGE PROJECT

Introduction

This is an intensive four day course that is practically based and designed to assist participants in gaining their **Certificate IV, Diploma** or **Advanced Diploma** in Project Management. The program concentrates on helping participants gain a sound understanding of planning and leading a change project and provides them with practical advice on using this knowledge to effectively manage their projects.

The Course

The course focuses on the development of the key elements of a project plan as well as developing the skills and expertise to effectively lead a project team. Participants form small groups (usually their team from the workplace) and nominate a project to plan during the workshop. Key planning templates are explained and groups practice their compilation with their nominated project.

Participants will also explore the leadership and team management skills essential to the successful accomplishment of a project. Each participant will receive a personalised team management profile providing valuable insights into the way they prefer to work in the team. Teams will identify strengths and develop strategies to work as a high performing project team. The workshop is a great opportunity for project teams to 'start-up' a project whilst learning the techniques and gaining expert facilitation for their outline project plan and how to work well together. The workshop also covers a basic introduction to Microsoft Project™¹

Assessment

Assessment occurs after the conclusion of the course where participants have 12 months to provide the necessary evidence. The evidence is usually provided from work based projects where participants have implemented the knowledge and skills learnt on the course.

Participants are assessed at either Certificate IV (Project Team Member), Diploma (Project Manager), or Advanced Diploma (Program Manager) with a work based project as the means for assessment. Teams can utilise the documentation produced on the course to form the majority of their assessment material.

¹ No previous knowledge of Microsoft Project™ is required. Basic skills required to develop a schedule in Microsoft Project™ will be explained and practised.