

PROJECT MANAGEMENT INCLUDING USE OF MICROSOFT PROJECT (REF:OTSPMO01)

Course Objectives

To develop the individuals' leadership competencies so that goals will be achieved more efficiently, team morale will improve, productivity will be increased, problem solving and decision making enhanced and this will enable individual and the company to achieve business goals more efficiently.

Course Description

The course explores your understanding of leadership and management while explaining aspects and techniques of the process. Leave the course with a more in depth knowledge base about styles, systems and practical techniques of effective leadership and management will enhance the role you play within your business.

It also aims to cover practical skills in performance management. The course will give you the opportunity to understand the nature and practice of good leadership in such a way as to make you a more effective leader, manager, colleague and team member for the benefit of the business.

A variety of training methods are used on the course, including discussion, self-diagnostic questionnaire, exercises, workshops and demonstrations.

Who Should Attend

Managers / Supervisors, who are currently responsible for teams departments and want to further their understanding, or personnel who are being developed for more responsibility.

Pre-Requisites

All Attendees should have a manager / supervisor role or are being developed for this sort of position.

Course Outcome

At the end of this course delegates a good understanding of Leadership / management, theory, methods and techniques and be able to apply them within the business.

Leadership and Management Course Outline

Day 1

Introduction
Leadership styles
Leadership/ management, differences and relationship.
Appropriate versus Inappropriate Leadership Approaches
Leaders /Managerial Responsibilities
Initial (self-analysis of personal style)
The Leader and change, effective Leadership
Leadership & Control - (The Practical Approach to Effective Leadership) :
Leadership/Managerial Responsibilities
Establishing individual analysis, current personnel styles.
Strategy, goals and objectives
Communication
Class workshop exercises

Day 2

Motivation, Delegation, Time management

Motivation and de-motivation
Satisfaction and Dissatisfaction at work
Practical guide to motivation
Communication re motivation
Team building
Achieve the goals

Structuring effective reporting and information systems

Effective application of IT into leadership/management
The Management process, detailing, method & practical management tools.
Analysis and evaluation



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Introduction to delegation

Assessment of work
Preparing to delegate
Introduction To Time Management

Workshop

Day 3

Planning tools / methods and technique

Task, Team and Individual
Defining objectives
Gathering Information, analysis what needs to be done
Planning tools methods and systems
Consider options, resources, time scales, standards

Priority setting

How to decide Priorities
Methods
Practical application of methods

Decision Making techniques

Problem solving techniques

Day 4

People management

Personnel assessment
Recruitment and selection
Interviewing
Evaluating Staff Performance
Appraisal Systems (Methods and Approach)
Setting goals and performance
SWOT analysis
Training needs analysis
Training
Disciplinary matters
Handling grievances
Health and safety

Day 5

Processing and control Financial information for the non accountant

Basic Concepts
Basic techniques.
A cash flow statement for the reporting period
Budget control and monitoring skills for the non-accountant.
Efficiently reflect project changes to budgets, forward loads, resource forecasts
Workshop : Demonstrations and exercises

Course review and Feedback

