



Project Management Tools & Techniques

COURSE OVERVIEW

This program covers the basic tools and techniques for project management. Delivered in plain English and applied to the projects and events managed in a Library setting.

A light lunch and refreshments are included.

COURSE DATES

March 16 Melbourne - reg's close Mar 2

Saxon's Training Rooms Melbourne - Level 8, 500 Collins Street

April 17 Sydney - reg's close April 3

Saxon's Training Rooms Sydney - Level 10, 10 Barrack Street

April 18 Canberra - reg's close April 4

ALIA House - 9-11 Napier St Deakin

June 15 Hobart - reg's close June 1

The Old Woolstore Hotel 1 Macquarie Street Hobart

June 20 Perth - reg's close June 6

ATI Level 2, 411 Wellington Street Perth

July 18 Adelaide - reg's close July 4

ETC Level 5, 38 Gawler Place, Adelaide

Other states - please make expressions of interest known: training@alia.org.au

COURSE PRESENTER

Adam Le Good

DELIVERY METHOD

Face-to-face full day workshop

FEE

Members	\$550 inc GST
Non-Members	\$775 inc GST
Partner Org's	\$675 inc GST

Project Management Tools and Techniques

COURSE OBJECTIVES

- At the end of this program participants will:
- Be able to identify and discuss the unique nature of projects
- Be able to discuss and apply project management principles
- Know the elements to include when writing a project brief
- Be able to undertake a stakeholder analysis
- Be able to undertake a risk analysis and develop contingency plans
- Be able to conduct a Work Breakdown Analysis
- Be able to use Gantt Charts, and
- Know the best time to set up project monitoring systems and the importance of constant

COURSE CONTENT

Introduction

- What makes this a project?
- Elements of a successful project
- Variables that impact on project success

Initiating projects

- Writing project briefs
- SMART goals
- Stakeholder analysis
- Risk analysis and contingency planning

Project planning

- Project management lifecycle
- Work Breakdown Structure
- Gantt Charts

Monitoring and evaluating projects

- Monitoring projects
- Project reviews
- The four measures of success

NEED MORE INFORMATION?

p. 1800 020 071
e. training@alia.org.au
www.alia.org.au/training

RIGHT FOR YOU IF

You are relatively new to project management and need to understand the tools and techniques to help you track and monitor project process.

ABOUT THE COURSE PRESENTER

Adam Le Good has developed and conducted a wide variety of management and personal development programs for both public and private sector organisations since 1988.

His knowledge of adult learning principles, group dynamics, learning styles and human behaviour ensures that the training will appeal to a broad range of participants and that trainees enjoy their learning experience and are able to translate their newly acquired skills to the workplace.

As well as a degree in Psychology, Adam has completed an Advanced Train the Trainer and a Creative Training Techniques workshop. He is an accredited administrator of the Myers-Briggs Type Indicator, the Team Management Index, the Types of Work Index and the Belbin Team Roles.

Adam is also a member of the Australian Institute of Training and Development.

REGISTRATION

Please complete the registration form [HERE](#).
Send to the ALIA Training Team:

e. training@alia.org.au
f. 02 6282 2249
post. PO Box 6335, Kingston ACT 2604

