

Context

This course is ideal for making participants more familiar with projects and project-based work. What is a project anyway and how can you approach it in a structured(er) way? How do you go about planning and how do you deal with stakeholders, risks and the correct follow-up of your project? Participants leave with concrete and pragmatic tools to immediately apply in their daily operations and work more project-oriented.

Our approach

- ▮ This training consists of 2 (consecutive or non-consecutive) training days.
- ▮ The course offers a mix of theoretical underpinnings and practical exercises.
- ▮ Each participant should preferably have a project as a project leader or project team member.
- ▮ The training provides the opportunity for experience exchange with other participants.
- ▮ The learning experience is supported and enhanced by the use of an online learning platform.
- ▮ A training certificate can be provided.

What can you expect ?

- ▮ Structured working:
 - The PDCA method
 - Delineating assignments (content + roles & responsibilities)
 - WBS = Work Breakdown Structure: creating insight into work volume
- ▮ Introduction to project management:
 - Positioning project management (in addition to PDCA)
 - Definition of a 'project'
 - Project management process flow
- ▮ Basic skills in project management
 - Preparation of a project charter
 - Planning a project: milestone planning
 - Risk management in projects
 - Monitoring and adjusting projects
 - Project follow-up and closure

Programme

DEFINITION PHASE

- ▮ Delineating a project with the project triangle
- ▮ Content of the project charter
- ▮ Social contract between project manager and client
- ▮ Risk analysis

PLANNING PHASE

- ▮ Work Breakdown Structure
- ▮ Milestone planning
- ▮ Activity planning

IMPLEMENTATION PHASE + FOLLOW-UP & ADJUSTMENT

- ▮ Learning stop
- ▮ Status report

TRANSFER & CLOSURE PHASE

- ▮ Project aftercare
- ▮ Project evaluation



testimonials

"Interesting content brought in an interactive way.
Good exercises."

"Very interactive course, with also interaction between the different participants of the training. Challenging us with the exercises gave me an extra incentive to do well."

"I have learned a lot to work with effectively."

"Good energy, well explained, trainer really fun and professional. Really good balance between seriousness and fun. The way the training went was perfect. Really good way to respect our "flow". She was very flexible and adapted the training to the audience, which is not easy."

"Thanks to the training, I can now use tools to make my workload/time more efficient."