

# Project Management Award

Become an expert Project Manager with this exciting training programme that will guide you from the outset on the best way to approach any project.



Tel: 020 7256 6668

Learn the key fundamental steps involved in project planning whilst also gaining knowledge on how to use technology to help you plan, log and communicate throughout the lifespan of your project.

## Is this for you?

Are you looking to step into the role of Project Manager as a career? Or, do you find that you're already managing certain aspects of projects in your existing role and now want to be able to take this on in a more official capacity? This award will make sure you learn the essential steps and processes involved in the running and management of successful projects.

## Become the Master of Project Planning

Successful projects don't happen by coincidence. A lot of time, effort, planning and management is required to ensure the end result is positive.

This training will help you learn and understand the lifecycle of a project. You'll look at popular PRINCE2® project management techniques, what it takes to work effectively as a Project Manager and how to utilise the Microsoft Office Project program that can assist with automating and managing your projects as efficiently as possible.

This training is extremely accessible as the core courses involved are all available to study online so you can fit your training in and around your existing commitments. Our teams in our training locations are all on hand to help throughout and on successful completion of the training you'll receive a Pitman Training certificate to verify your knowledge. You'll then also be in a great position to take an accredited PRINCE2® Foundation examination if required\*.

To find out more about our range of Project Management training get in touch and we'll run through the various options to find the right training for you.

*\*PRINCE2® accredited examinations may need to be organised separately. Our Course Advisors can provide further detail on this if required.*

## Aims & Objectives

The aim of this award is to help you realise your full potential in the area of project management. With this training you'll be able to plan and implement a project right the way through to its successful conclusion.

## Pre-Requisites

There are no pre-requisites for this Project Management training programme.

## Career Path

This award can lead to a really rewarding career that plays to your organisational strengths. You could look towards roles such as Senior Project Manager, Project Director or Programme Manager, all senior roles that with experience and development you could obtain.



**CPD Points 90**

*(Awarded CPD points upon successful completion).*

## Courses Included

### PRINCE2® Foundation

In this PRINCE2® Foundation course you'll start by looking at principles of organising and starting up a project. You'll work through initiating a project, assessing risk, monitoring progress, managing change right through to closing a project. This course is ideal for anyone who might need to be involved in projects in their daily work. Roles that may find this training useful would be Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a Management level.

### Project

If you're given a project to manage, having the right tools to assist is essential, but having the know-how to fully utilise the tools is invaluable.

With our Microsoft Project course, we'll help you learn the essential features, tips and tricks of this project management software.

### Project Management Fundamentals

Split into engaging parts, this course takes you through the full life cycle of a project in terms of defining what it is, planning every aspect, implementation, completion and evaluation of a project.

If you're working as a PA, EA, Office Manager or in any kind of Supervisory/Management role and you're required to undertake larger projects, this course will be perfect to arm you with the skills required. Alternatively, you may be looking to boost your career prospects to future employers by giving yourself an added skillset.

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

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## Guideline Learning Time

**90 hours flexi study or 4 weeks full-time**

*(Full-time based on approx 20-30 hours a week)*