

Project Management Diploma



This diploma has been created to help you learn all the skills required to effectively plan, progress and complete a project. You'll cover topics that are aligned to the renowned PRINCE2® methodology.



This diploma is ideal if you want to add to your existing skillset or are looking to work in a role which demands top-level organisation and project management skills such as a Project Manager, Project Planner, Planning Manager, Team Leader, PA, EA, Office Manager or Virtual Assistant.

Every project a business carries out is unique. They can vary from small scale, right through to the more complex and diverse, involving multiple teams and locations. Anyone who leads a project, no matter the size, should possess high-level project management skills.

This Project Management Diploma has been created to help you learn to manage a project successfully through its initiation, planning, progression and closure. As well as this you will develop other skills such as leadership, communication, risk management and financial management.

Once you have successfully completed your diploma you will receive a globally recognised Pitman Training certification. You will also be well placed to go on and undertake the PRINCE2® Foundation examination* should you wish to.

* Please note this examination will need to be arranged and paid for separately at an appropriate PRINCE2® registered examination centre.

Aims and Objectives

The Project Management Diploma is ideal if you'd like to learn project management practices and skills which adhere to the PRINCE2® standards and methods.

Pre-Requisites

There are no pre-requisites required for this diploma.

Career Path

This diploma can help lead you to a rewarding career as a Project Manager.



CPD Points 200

(Awarded CPD points upon successful completion).

Core Courses

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.

Project

This course is designed to introduce you to the features of Microsoft Project so that you can be confident in setting up, running and managing a project utilising this programme.

Or Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Project Management Fundamentals

Split into four 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.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

Or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

Or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. You can choose which version of Excel and, over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

Time Management

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Costing and Pricing

Invaluable for anyone responsible for accounts or setting pricing within a business, this short course is something we're sure you'll get true value from, in terms of real pound signs!

Elective courses (choose two)

- PRINCE2® Practitioner
- Team Leadership
- Communications in an Organisation
- LinkedIn for Jobseekers
- Social Media Strategy for Business
- Access

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations call now:

020 7256 6668

www.pitmanlondon.co.uk

Salisbury House London Wall London EC2M 5QQ



Guideline Learning Time

200 hours flexi study or 8 weeks full-time
(Full-time based on approx 20-30 hours a week)