

# Practical Project Management Institute of Leadership and Management (ILM) Endorsed Programme

Thursday 14 – Friday 15 September 2017, 10am – 4pm  
Central London, venue to be confirmed

## Aim

This course introduces every aspect of good project management, including planning, budgets, people management, measuring and demonstrating success, plus much more. You'll leave the course with the confidence to begin managing your own small projects, or to manage better those you are already involved with. You'll soon be able to identify your successes and strengths, while finding ways to work on your personal weaknesses.

This is a core course for anyone implementing new initiatives in the charity sector. Please bring information on any project you're already working on, or about to work on, to benefit from one-to-one and group advice and encouragement.

## Who should attend?

This course is for those relatively new to project management in both the charity and the public sector. It will also offer a strong framework to work to for those who already have some experience.

## What will I get out of it?

- Learn the mindset of good project management: everything from knowing what you want to achieve and setting targets to celebrating milestones.
- Get to know the jargon of project management, and learn how to communicate with others about what you're trying to achieve.
- Learn how to define your project aims and objectives, and how to create realistic timetables and budgets.
- Find out how to plan for the unexpected before it happens, and put a crisis management strategy in place.
- Develop your tried and tested project management techniques.
- Work on a real project, improving your actual work in a constructive environment.

## What will it cover?

- Definition of projects and project management
- Identification of project tasks
- Identification of milestones, task dependencies and constraints
- Estimation of timescales and production of Gantt charts
- Overview of project documentation including key elements of reporting and evaluation
- Managing people, managing risk and problem solving
- Tips for using Excel, as well as other project planning tools

## **ILM Endorsement Criteria**

You also have the option of gaining Institute of Leadership and Management (ILM) endorsement for this course. The ILM is a nationally recognised Awarding body who monitor the quality and the assessment procedures of the Endorsed Programmes.

To gain the endorsement you will need to complete some additional assignments and exercises which are all based around course content.

## **Duration**

2 days' training – 12 hours

Assignments and Evidence Gathering – 6 hours (if completing work for ILM endorsement)

## **Timing**

9.30am	Tea/Coffee and registration
10am	Course starts
4pm	Course finishes
4 – 5pm	Extra support for those registering for the ILM Endorsement