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## **INTRODUCTION TO GREAT PROJECT MANAGEMENT**

### **A One Day Interactive Course**

**Date:**

**Location:**

**Standard Price:** \$895.00 + GST per participant

#### **The Course Outline:**

**Providing templates and practical skills on understanding the principles of project management, setting objectives, writing objectives, calculating and keeping to budgets, setting & keeping to timelines, providing efficient leadership and tackling problems efficiently. Project Management software tips.**

#### **Course Content includes:**

- Overview of Project Management & principles
- Templates
- Project Ideas and Initiation
- Project scoping
- Requirement Definition
- Communication & Work flow
- Financial Management
- Project Reporting
- How to Provide information and parameters

#### **Who should attend:**

- Managers
- Team Leaders

#### **When you re finished:**

- You will take away your workbook with all the references
- Your confidence will have increased in project management
- You will manage your time more efficiently

- One on one follow up is available, please ask us about this!

**Course Size:**

The course is limited to 8 participants to ensure one on one time is spent with each attendee. This attention ensures that you learn specifically how to apply these new skills to your job.

**Cancellation:**

A full refund will be given if two working days notice is given in writing or by email. A substitute participant is welcome, or a credit for the next course date.

If you cancel in writing or by email within two working days of the course, a \$200 service fee will apply.

If you do not attend the course and have not advised us in writing or by email before the start date, the full fee will apply.

Confirmation will be sent to you on registration of your attendee(s).

The Great Scott Company reserves the right to cancel, or change the content, timing or method of presentation on any course.