

Project Management Training Suite

Train Your Team

see group discount details on back page

SEPARATELY BOOKABLE SEMINARS



FACILITATED BY

Essential Skills of Successful Project Management

8 & 9 MARCH 2010 – AUCKLAND
29 & 30 MARCH 2010 – WELLINGTON

- Designed for those with limited or no previous training in project management to provide practical strategies to ensure projects are well planned and managed, effectively controlled and successfully implemented.

Robert Barnes



Agile Project Management

22 & 23 MARCH 2010 – AUCKLAND
12 & 13 APRIL 2010 – WELLINGTON

★ NEW COURSE

- Effectively manage the processes, people and technologies required for a successful Agile delivery
- Apply common skills openly and in new ways
- Adopt new approaches and competencies that are adaptive and measurable

Brian Ackles



Managing Stakeholders and Project Teams

14 & 15 APRIL 2010 – AUCKLAND
29 & 30 APRIL 2010 – WELLINGTON

★ NEW COURSE

- Lead and manage high performing project teams and stakeholders
- Learn to identify who the stakeholders are, their interests in a project and how they can assist with the fulfilment of the overall project goals
- Gain practical skills in eliciting, negotiating and balancing stakeholder priorities

SECURE YOUR PLACE TODAY!

Ph: (09) 379 5892 • Fax: (09) 309 7986

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TRAINING



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Essential Skills of Successful Project Management

8 & 9 MARCH 2010 – DUXTON HOTEL, AUCKLAND, AUCKLAND • 29 & 30 MARCH 2010 – DUXTON HOTEL, WELLINGTON



COURSE OUTLINE

Getting Started – What Is a Project?

- Understanding the methodology, tools and techniques to manage projects
- Prioritising which projects to do and when
- Identifying the benefits for the organisation
- Aligning project goals and specifications with your business objectives

Planning Your Project

- What's in scope and what's not?
- Effective planning and realistic scheduling to determine what needs to be done
- Types of contingency to include in planning
- Establishing the project management roles and responsibilities

Dealing With Change: Managing Resources

- Dealing with proposed changes to the project scope
- Running project meetings that make a difference
- Managing changes to processes and day-to-day functions
- Balancing

Making It Happen

- Setting frequent goals to improve your time management
- Setting and controlling project budgets
- Introducing effective quality initiatives
- Trapping and disseminating best practices

Project Risk Management

- Identifying sources, analysing and prioritising risk to projects
- Managing external clients and suppliers
- Planning your response to risks

Project Monitoring - Keeping Your Project on Track

- Managing stakeholder expectations: getting commitment
- Implementing project control and reporting structures
- Monitoring activities and performance levels
- Reporting to the Sponsor and Steering Committee

Time Management

- Exercising effective time management skills
- Setting individual and team objectives throughout the project lifecycle
- Overcoming procrastination
- Adopting appropriate delegation styles to suit your team members

Getting the Most from Your People: Managing Your Strategic Relationships

- Developing the project group into an effective team
- Inviting, accepting and acting on feedback
- Negotiating conflict for improved project performance
- Using different mediums to disseminate information to your stakeholders

Successfully Completing Your Project

- Closing the project: handing the project over, termination, appraisal, audit
- Effective techniques for capturing important lessons learnt
- Implementing the results and conducting a successful post project follow-up

COURSE APPROACH

By training in the theory and then by sharing of ideas and discussion of experiences and issues, we believe you will gain maximum benefit from this course. Throughout the duration of the two days, you will be actively engaging in discussion, challenge and debate with practical exercises designed to increase your ability to apply the theory and skills you are learning to your work life.

Time has been allocated for general discussion and the opportunity to share your challenges and pick up valuable tips from both your contemporaries and the experts.

TRAIN YOUR TEAM AND SAVE

Register any two people from your organisation on any of these seminars at the same time and get a **\$400** discount off the combined ticket price or register 3 people and save **\$800**.

Agile Project Management

22 & 23 MARCH 2010 – MERCURE HOTEL, AUCKLAND • 12 & 13 APRIL 2010 – MUSEUM HOTEL, WELLINGTON



COURSE OUTLINE

DAY ONE

Overview of the Agile Manifesto

- Understanding the principles behind the Agile Manifesto
- How projects can benefit from Agile
- Agile lifecycle vs. Traditional lifecycle models
- Forces driving Agility
- What it means to move from traditional to Agile Development methodologies

Overview of Agile Methodologies

- Dynamic Systems Development Method
- XP eXtreme Programming
- SCRUM
- Feature Driven Development
- Comparison of Agile Methods

Project Management in an Agile Environment

- Project roles
- The project manager's key responsibilities
- Ensuring an Agile development team remains aligned to company strategy and market needs
- Prioritising and planning
- Getting developers and project stakeholders actively involved

Managing in an Agile Management Environment

- Understanding and managing business value
- Defining the scope, schedule and budget
- Involving the customer and business users in the project

- Time management and cyclic planning
- Making Agile meetings productive – feedback and adaptation
- Risk management
- Change management (as opposed to change control)
- Contracts and Agile project management

Financial Control

- Defining a budget in Agile work
- Tracking and managing costs
- Creating value from cyclic delivery

Adopting and Implementing Agile Methods

- Planning and tracking, budgeting and reporting, stakeholder management
- Creating a transition plan
- Overcoming anti-agile environment obstacles
- Communicating the right things at the right time
- Project reviews, integrating and applying lessons learned
- Avoiding chaos

Agile Project Team Management

- Assembling the Agile team
- Creating and maintaining the right team
- Building and upholding trust
- On-going performance evaluation/management



IN-COMPANY TRAINING SOLUTIONS

If six or more staff in your organisation would benefit from training, you should consider our customised in-house solution.

Some of the benefits of our in-house events include:

- Cost effective: save up to 40% on costs over public training
- Time efficient: flexible timing and locations to suit your needs
- Tailored to your needs: you can provide input into the content in accordance with your unique training needs
- Interactivity: you can participate in discussion of day-to-day experiences and organisational problems in confidence
- Packed with valuable advice from our highly trained instructors

To find out more, please call (09) 912 3610 or email mike@brightstar.co.nz



Managing Stakeholders and Project Teams

14 & 15 APRIL 2010 – MERCURE HOTEL, AUCKLAND • 29 & 30 APRIL 2010 – INTERCONTINENTAL HOTEL, WELLINGTON



COURSE OUTLINE

DAY ONE

1. Define the Management role of a Project Manager

- Defining the management identity
- Understanding the purpose of managers
- Identify the activities that managers do
- Identify what motivates team project teams

2. Communication, Motivation and Empowerment

- Communication styles
 - Communication style quadrants
 - Effective vs. ineffective
- Herzberg's Motivation/Dissatisfaction factors
- Empowerment vs. delegation
- Emotional Intelligence

3. Building Project Teams

- Defining required skills and expertise
- Skills vs. attitude
- Understanding and enhancing team dynamics (Tuckman model)
- Task assignment – How to do it effectively and how to create buy-in from team members

4. Performance Management

- Creating an atmosphere of excellence
- Setting and managing expectations

- Dealing with underperformance
- Dealing with conflict

5. Stakeholder Management

- Identifying project stakeholders
- Stakeholder mapping
- The wider stakeholder community
- Identifying and managing stakeholder priorities
- Dealing with conflicting stakeholder priorities
- Defining stakeholder involvement in a project

6. Multi-Vendor Project Teams

- Best practices and trends in performance based contracts - from both sides
- Best practices and trends in Service Level Agreements - from both sides
- Contract coordination and pre-job meetings
- Meeting, monitoring and managing through status reports and inspections of work done
- Measuring progress
- Analysing contractor's effectiveness
- Remedies for breach of contract

7. Management Issues Specific to Projects

- The challenges of remote teams
- Temporary nature of projects
- Team joiners and leavers and the effect on team performance
- Project stress management



OTHER COURSES YOU MAY ALSO BE INTERESTED IN:

[Negotiating, Drafting and Managing Contracts](#) – March/April 2010
[Contract Law for Non Lawyers](#) – April 2010

[Finance for the Non Financial Manager](#) – March/April 2010