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Project Management Overview Training Seminar

Who Should Attend:

The target audience for this seminar is project managers, managers, owners, engineers, supervisors, technicians and any other personnel with responsibility to plan and implement projects.

Objectives:

At the end of this training seminar, participants will be able to:

- Increase the awareness of current project management concepts
- Apply detailed planning and organizing techniques for good time management
- Prepare and evaluate projects
- Use relevant and appropriate tools for implementing projects in their companies
- Complete projects in a cost-effective manner and within budgets
- Increase the awareness of effective communication and teamwork

Content:

- Overview of Project Management
- Project Scope, Funding & Estimating
- Project Appraisals
- Project Planning – Use of Microsoft Software Package
- Project Implementation, Control & Customer Service
- Project Evaluation & Teamwork