

Management Development Program > Short Course

Project Management

An essential skill for all managers

Effective managers recognise the value of well-developed project management skills. They understand that these skills assist them to execute decisions on time, on budget and in line with specific performance targets.

Today's managers are required to take on vast spheres of responsibility, demanding a comprehensive knowledge and skill base. Whatever your background or industry, if you are in a management role, then you need to be an effective project manager.

This applies irrespective of the size or budget of the project, or the context in which it's undertaken.

This timely and relevant two-day Management Development Program (MDP) will show you how.

Stimulating, interactive learning

This program will provide you with a stimulating, hands-on learning experience, imparting valuable skills and knowledge with immediate application.

The presenter will employ a highly interactive teaching style designed to involve each participant and reinforce key concepts. Sessions will follow a proven theory-application-discussion model of learning, and the learning environment will be supportive at all times. You will also be given ample opportunity to contribute your own ideas and experience.

Who should attend?

This program is ideally suited to any manager, professional or team leader who is:

- Responsible for the efficient management of business projects and the resources they involve - human, physical and financial.
- Accountable for achieving results within specified time, budget and quality limits.
- Seeking a better understanding of the project management process.

The program will appeal equally to the private, public and not-for-profit sectors.

Efficiently and consistently achieve your project objectives

Structured to offer a careful balance of strategic and operational considerations, Project Management will equip you with the essential knowledge and skills required for effective project management.

It will outline the tools, techniques and principles of a systematic approach to the project management process, allowing you to methodically, efficiently and consistently achieve your objectives.

You will acquire an understanding of:

- How to assess the strengths and weaknesses of your own, and your organisation's, project management capability.
- Accurate, in-depth project feasibility and scope analysis.
- How to assess and discern between projects to achieve maximum organisational value and minimise risk.
- The key elements of a Project Plan, including project definition, objectives, budgets and time schedules.
- The "Critical Path Method" of project planning, flow and control, and other project frameworks.
- How to break a project down into manageable parts and processes, from initial concept right through to final handover.
- How to map a project's lifecycle.
- The most effective management structures for the maintenance of project control.
- Managing small, large and multiple projects concurrently.
- Monitoring a project's progress and success.
- Leading and managing project teams.

"An excellent presentation – very informative, interactive and with excellent resources."

2008 feedback

Venue

Executive Education Unit

The University of Adelaide
7th Floor
10 Pulteney Street
Adelaide

Date

Wed 7 – Thurs 8 Oct, 2009

Time

9am – 5pm
(Light lunches provided)

Cost

\$1,250 per person GST-free
(Group and Earlybird discounts available)

Customisation

This program can be tailored to meet the needs of your organisation. Phone Andrew Stevens on (08) 8303 5703

Contact

p: (08) 8303 3268

f: (08) 8303 6140

amanda.bramwell@adelaide.edu.au

www.adelaide.edu.au/professions/execed

Life Impact The University of Adelaide

Group discounts

The fee for one or two participants is \$1,250 per person. For bookings of three, however, a discounted total fee of \$3,187 is offered – a reduction of 15% per person. And for five, a total fee of \$5,000 is offered – a reduction of 20% per person.

Earlybird discount

For registrations **with payment** received no later than 28 days prior to commencement of the program, a discount of 10% applies as per the following table:

| | 1 person | 3 people | 5 people |
|---------------------------|----------------|----------------|----------------|
| Earlybird Fee | \$1,125 | \$2,868 | \$4,500 |
| Earlybird Saving | \$125 | \$319 | \$500 |
| Standard Group Fee | \$1,250 | \$3,187 | \$5,000 |

Please note that this program is GST-free.

For more information on this or any other MDP Short Course, call Amanda Bramwell on (08) 8303 3268 or e-mail amanda.bramwell@adelaide.edu.au

Cancellations and deferrals

If written notification of cancellation or deferral is received no less than three weeks prior to the program start date, the full fee will be refunded. If notification is received between four days and three weeks prior to the program start date, a 25% fee will apply. If notification is received less than four working days prior to the program start date, the full fee will be forfeited.

If the intended participant is unable to attend, a suitable substitute will be accepted right up to the morning of the program with no financial penalty.

Accommodation (optional)

While this program is non-residential, there are a number of hotels within walking distance should you require accommodation. Please contact Amanda Bramwell through the channels listed below for further information.

The presenter

Alina Lebed
MBA, BSc, G Cert Ed,
Dip Mngmnt & Intl Trade,
APESMA



Alina is a leading management consultant specialising in complex problem solving for a variety of clients throughout Adelaide and interstate. Prior to this role, she led the Business Advisory Practice for an international consulting firm in Adelaide.

Alina has also lectured in the areas of Strategy, Risk and Project Management at the University of Adelaide since 2003. Her relevant areas of expertise include strategic analysis, business and marketing planning, corporate governance, business case analysis, risk management, economic and industry development, change management, strategic procurement and, of course, project management.

She has designed and implemented multiple training programs on many of these topics to a range of corporate and government clients, both locally and internationally.

"Alina answered all questions and expanded on the issues for the benefit of the group."

2008 feedback

Registration Form and Tax Invoice Upon completion of this form, including the relevant payment, this form will become a Tax Invoice. ABN 61 249 878 937

Project Management: Wed 7 - Thurs 8 October, 2009

YES I/we would like to strengthen the effectiveness of my/our project management skills.

Please accept the following registration(s) at this MDP:

Number of people attending: Amount payable (GST-free): \$

Name:

title first name last name

Position:

Organisation:

Postal Address:

Postcode:

Phone: Fax:

E-mail:

My organisation is: Government Non-Government

Method of payment

Cheque (please make payable to The University of Adelaide) and forward with a copy of THIS registration form to Amanda Bramwell at the address below.

Debit my: Mastercard Visa Amex

Card No.:

Cardholder's Name:

Signature: Expiry date:

I would prefer not to receive promotional material regarding future programs offered by the Executive Education Unit.

Now mail or fax to:
Amanda Bramwell
Executive Education Unit
The University of Adelaide, SA 5005.
Fax: (08) 8303 6140.