

ELD Training

empowerment, learning, development



TRAINING COURSE: THE PROJECT MANAGER'S TOOLKIT

This course gives practising project managers an opportunity to fine-tune their skills and sharpen their project management abilities. Although Project Management is a huge field that can only be truly learned through experience, there are some basic foundations that make the lives of Project Managers easier - and lead to smoother running projects and better performing teams.

Over eight days, facilitators and participants will share the 'best of' what works and walk through two key aspects that lead to better results: Managing Ideas and Information and Managing People and Situations.

Developed in response to the many experienced managers who joined other ELD courses and asked 'isn't there something just for us?', this combination of technical and communication skills is just that: a toolkit for all project managers. The course uses a range of methods, including presentation, group discussion, problem-solving tasks, case studies and practical exercises.

While most suitable for those already working in the social / development sector, other participants are also encouraged to apply.

Managing Ideas and Information

The first half of the programme looks at project planning - analysing situations and the environment, developing the project plan and the monitoring and evaluation of projects. A whole day is spent turning that plan into a real, usable roadmap using Microsoft Project, turning ideas into achievable results which can be easily tracked.

Managing People and Situations

The second phase of the programme looks at the essential people skills - presenting, managing meetings, negotiation and conflict, team management and leadership - equipping project managers with the ability to communicate their ideas and better direct the common situations they face.

There is a strong focus on the participants' own experiences throughout. A typical schedule is:

Day One

- Introduction to Project Management
- Role of Project / Programme Manager
- Project Cycle Management: An Introduction

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professional development for development professionals

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Day Two

- The Logical Framework
- Stakeholder, Problem and Objective Analysis
- Project Design

Day Three

- Designing Monitoring and Evaluation Systems

Day Four

- Project Management through Microsoft Project 2007

Day Five

- Communication and Presentation Skills
- Using Microsoft PowerPoint

Day Six

- Conducting Effective Meetings
- Conflict Management
- Negotiation Skills

Day Seven

- Leadership & Team Building
- Principles of Human Resources Management

Day Eight

- Review of Assignments
- Organisational Development
- Developing an Action Plan

Please note that the 8 days are usually NOT consecutive, and there is often a 2-day break after the first 5 days.

See our [training schedule](#) to find out when this course is next planned in your area.

See the document [Registration, Fees and Payment Information](#) for fees and registration information.

[Download the application](#) form from our web site.

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