



ELD TRAINING

empowerment
learning
development

MANAGING SYSTEMS AND PEOPLE: PROJECT MANAGEMENT SKILLS

Duration: 42 hours over 8 days

Fee: 2400 USD

Who is it for?

- NGO leaders and senior staff of INGOs and development agencies
- Anyone who manages projects or people

Course Description

This eight-day course gives practicing project managers an opportunity to fine-tune their skills. 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 the eight days, facilitators and participants share the 'best of' what works and explore two key areas that lead to better results:

- Managing Ideas and Information
- Managing People and Situations

Managing Ideas and Information

The first half of the program looks at project planning - analyzing situations and the environment, developing the project plan and project Monitoring and Evaluation.

Managing People and Situations

The second half of the program equips project managers with the ability to communicate their ideas and direct the common situations they face through the essential people skills of:

- Presenting
- Managing meetings, negotiation and conflict
- Team management and leadership

I came to know new skills and knowledge that will help me to boost my managerial role in the days ahead.

Day One

- Course Introduction
- Overview of Project Management
- Role of the Project Manager
- Project Cycle Management

Day Two

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

Social evening

Day Three

- Designing Monitoring and Evaluation Systems

Day Four

Free day for sightseeing

Day Five

- Communication and Presentation Skills
- Presenting with Microsoft PowerPoint / 'Slideology'

Day Six

- Conducting Meetings
- Conflict Management
- Negotiation Skills

Day Seven

- Leadership and Team Building
- Principles of Human Resources Management

Day Eight

- Review of Assignments
- Organizational Development
- Action Planning
- Course Review

Methodology

The course uses a range of methods, including presentation, group discussion, problem-solving tasks, case studies and practical exercises.

For dates and locations see
www.eldtraining.com

