

# PRACTICAL PROJECT MANAGEMENT SKILLS

## One-Day in person Training Course

*Develop a consistent approach to projects across your team.  
Learn to use Simple Tools, and Apply Effective Techniques  
to drive Project Success throughout your business.*

**Egerton-Consulting.com**

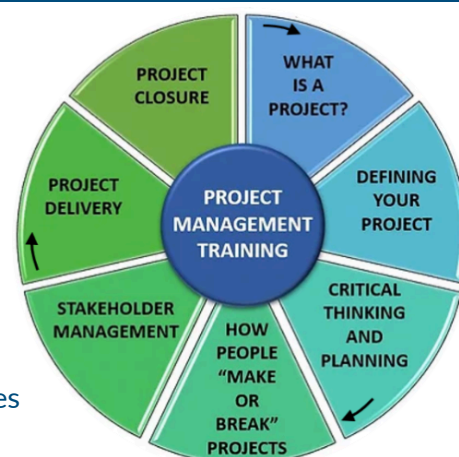
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## Course Overview

This one-day course is fast paced and highly interactive, covering the key elements of a project's life cycle; from project scoping, clarity on project deliverables, project planning, "the human element" incorporating project team dynamics and stakeholders, project health check methods, and much more.

Delegates will walk away with Practical Tools and Techniques to immediately use for their own projects.

- Terms of Reference Template
- Stakeholder Analysis Grid
- Return on Investment Calculator
- Project Planning Tools
- Prioritisation & Descoping Techniques
- Project Health Check Model



## Who is the course suitable for?

We all get involved in projects both at work and in our personal lives, making this course is beneficial for a wide audience. The course is designed so everyone in your team can have the knowledge to competently deliver project success.

- Anyone working in business - particularly if "Project Manager" is NOT their job title!
- Self Employed and Employed individuals, working in both small and large businesses.
- Business Owners, Directors, Managers of all Levels and Administrative Roles.
- Anyone who is part of a Project Team or Project Steering Group, is a Project Sponsor or a Project Manager.
- The course is not industry specific, making the learning experience, and the Project Management Tools and Techniques, applicable for all trade sectors and business types.

## Course Testimonials

This is a really beneficial course for anyone who has projects (of any size) within their life. Caroline delivers information about project management with **numerous useful tools to take away** and she does so in a way that engages and inspires the room, using real life examples and lessons. Even if you have had previous PM training it's a great refresher.

*Mandy Sturdy, Thame Town Council*

**We wanted to do some training to help multiple members of our team to be able to work together more confidently on projects.**

This was the ideal course to help us develop these skills.

*Will Lacey, Lacey's Farm Shop*

Caroline is a great teacher with vast real life experience of project management. **The course material is very hands on and interactive with the whole room.**  
*Jason Woods Garden Design Company.*

Caroline ran a very engaging and productive session. **By having a wide cross-section of the team in the room, it was immediately apparent where the tools discussed could be applied to ongoing projects the team is undertaking.**

*Adam. Head of Communications BVRLA*

## Cost, Where & When?

To run a one day course for your team:

- Cost: A proposal will be prepared to meet your training requirements.
- Location: At a location / venue of your choice. *Travel time and expense may be charged subject on location.*
- Date: To be agreed to meet your needs.

To find out more, or **to set up a training course for your business**, email [Caroline.Egerton@Egerton-Consulting.com](mailto:Caroline.Egerton@Egerton-Consulting.com)