



Project Management Essentials Series

Key Project Management Skills

This flexible, four-part series covers the necessary skills to successfully lead and manage projects of all sizes. Ideal for managers, supervisors and employees who manage projects as part of their work, but have other primary roles and responsibilities. The structure of the series aligns with the project life cycle, and pulls in elements of key leadership skills required for success. Tim facilitates each half-day session as an interactive, dialog based learning event.

Program Overview:

- Learn the structured approach of project management
 - Use the tools, techniques and methodologies from project management
 - Initiate, plan, execute and close out a project
- Develop the leadership skills required for project success
 - Create collaborative project teams
 - Communicate effectively
 - Run productive project meetings
 - Manage conflict

Each session focuses on the terminology, activities and outputs associated with a particular phase of the project life cycle. Leadership skills are integrated throughout the series.

- Session 1 - Initiation Phase
- Session 2 - Planning Phase
- Session 3 - Execution & Control Phases
- Session 4 - Close Out Phase

For additional information or to schedule:

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