

Projects Management for Technical Assistants and Operational Assistants

General Objectives:

At the end of the course, professionals are able to:

- What is a project and that phase passes; Plan, organize and manage projects effectively
- Organize and manage all project resources; Manage time properly
- Have a focus on results and meet the project objectives within the defined timings
- Making Plans Progress Report; Anticipate and resolve problems more effectively
- Exercise influence without authority, and achieve greater cooperation from the rest of the team

Hours:

30 Hours

Program Contents:

1. Introduction to Project Management
2. Project Definition
3. Roles and Responsibilities of a Project Manager
4. a Project Life Cycle
5. Project Management Methodologies
6. Planning and Project Control
7. Know the Project Objectives
8. Organization and Control of Resources
9. Basic tools of Project Management
10. The Project Team
11. Coordination Styles
12. Forms of Communication
13. Report assertively
14. Managing the Project Team
15. Challenges and Constraints
16. Troubleshooting

17. Bypassing the Project Risk

18. Progressing each Project