



INSOURCING

INSOURCING

## UNDERSTANDING PROJECT MANAGEMENT

### Project Management

Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time.

This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. However, this one-day workshop will familiarize you with the most common terms and the most current thinking about projects.

TIME: 8am – 4pm. FEES: £ 500.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

Download booking forms from [www.improveyourlifeseminars.com/booking.html](http://www.improveyourlifeseminars.com/booking.html)

## At the end of the workshop, you will be able to:

- ✓ Understand what is meant by a project and project management
- ✓ Identify benefits of projects
- ✓ Identify the phases of a project's life cycle
- ✓ Understand the roles within a project
- ✓ Understand the importance of audits and gateway reviews
- ✓ Understand the basics of risk and stakeholder management
- ✓ Get a generic overview of 5 profound paradigm shifting philosophies of our time

## What You Will Cover

- ✓ Defining a project and project management
- ✓ How Projects can benefit you and your organisation
- ✓ Project Life Cycles
- ✓ Roles and skills of the Project Manager
- ✓ An overview of Think and Grow Rich
- ✓ An overview of Eat that Frog
- ✓ An overview of 7 Habits of Highly Effective People
- ✓ An overview of God at Work
- ✓ An overview of Think Big

TIME: 8am – 4pm. FEES: £500.00 per person, plus applicable taxes. *\*Prices and dates are subject to change.*

*Complete booking forms from [www.improveyourlifeseminars.com/booking.html](http://www.improveyourlifeseminars.com/booking.html)*

# TERMS AND CONDITIONS

## BOOKING

Bookings can be made over the telephone, online or letter. A written confirmation constitutes a binding contract with Partnership Potential Limited

## TERMS OF PAYMENT

Quotations are valid for a maximum of 30 days. Partnership Potential Limited should receive payment, 30 working days from date of invoice. Cheques should be made payable to "Partnership Potential Limited", crossed "Account payee". All fees are subject to VAT at the prevailing rate. Partnership Potential reserves the right to charge interest on overdue accounts daily pro-rata

## CANCELLATIONS/ POSTPONEMENT FEES

Cancellations/postponements should be made in writing prior to the course date. Partnership Potential reserves the right to charge a cancellation fee based on the full course fee as follows:

10-15 working days notice 40% charge  
06-10 working days notice 60% charge  
Less than 5 working days notice 100% charge

Course delegate substitutions will be accepted anytime up to 4 days before the course.

## COURSE CANCELLATIONS

Partnership Potential reserve the right to cancel a course in the event of unforeseen circumstances. In this case, delegate will be offered a suitable alternative. If no suitable alternative can be found the course fee will be refunded in full. Partnership Potential waives all liability to any additional reimbursement of costs connected with the course cancellation.

## COURSE SUITABILITY

Partnership Potential issues detailed specifications for all projects. The company contact should read the specification sheet prior to the course/development to ensure that the course/development is appropriate to their needs. If in doubt, please ask.

## COURSE/DEVELOPMENT TIMES

The amount of training/development hours will be specified in writing and training /development will take place at a suitable location either near the customer offices or on the customer 's site. All locations will be agreed with customer prior to training dates.

## COURSE MATERIAL

Course materials/development will be provided as required. No copies of the material for any purpose whatsoever should be made without written permission from Partnership Potential. The material provided represents the result of a considerable expertise of skill, time and specialist knowledge and unauthorised copying or disclosure of the material is prohibited.

## TRAINERS/CONSULTANTS

'The Client' or any representative thereof may not, at any time in the future, secure or attempt to secure training/development dates directly with trainers/consultants who have previously conducted work for them through Partnership Potential Limited. All future bookings must be made through Partnership Potential Limited.

Partnership Potential Limited has the right to substitute one trainer for another in the event of trainer/consultant unavailability.

## EXPENSES

Chargeable expense includes accommodation & subsistence, mileage at.55 pence per mile, train, bus or taxi fares. Waiver of expenses may be negotiated in some instances.

**For additional information, please contact Partnership Potential**

TIME: 8am – 4pm. FEES: £ 500.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

Download booking forms from [www.improveyourlifeseminars.com/booking.html](http://www.improveyourlifeseminars.com/booking.html)