

Project Management Skills for the Personal Assistant and Administration Personnel

Projects frequently result in changes within organisations, so it is not surprising that there is a dramatic growth in the need for project management skills. This one-day course recognises that secretaries and administrators are frequently called upon to manage small projects of their own, as well as provide support for larger projects. This course is designed to provide a solid grounding in project management and allows time to explore specific delegate issues. It also has a strong practical focus and it is recommended that delegates come with specific projects in mind.

Who should attend?

Personal Assistants, secretaries and administrators who are responsible for supporting projects and/or manage their own projects.

What will they learn?

- An understanding of the essentials for successful projects
- How to start up a project and identify true priorities
- Two useful planning tools
- How to build strong working relationships

Course content

- Project overview
- What makes a successful project?
- Project roles and responsibilities
- Project structure
- Starting up a project.
- Identifying the true project priorities
- Using Gantt charts and milestones
- Drawing project networks
- Building successful working relationships
- “Surgery” to help resolve specific delegate issues.

Course duration: 1 Day

Reference Code: PSA