

# Compact Course in Project Management



7  
Tage

49  
PDUs<sup>1</sup>

56  
QHs<sup>2</sup>

E01  
Webcode

Would you like to be fully prepared and ready for your job as a project manager? Maybe you have already managed a project, but would like to improve your understanding of project management? Or perhaps you are looking to add more tools to your project management tool box?

In this training you will learn how to initiate, run and finish a successful project. You will also learn how to focus your team on the project goals and how to master difficult leadership situations.

In addition, this course fulfils the international certification standards and teaches the fundamentals for project management according to IPMA<sup>®</sup>, PMI<sup>®</sup> and PRINCE2<sup>®</sup>.

This course counts towards the [Executive MBA – Project & Process Management](#).

## What you will learn

<p><b>Module 1: Planning and Starting Projects (3 days)</b></p> <ul style="list-style-type: none"> <li>&gt; Project management as an approach to successfully running a project</li> <li>&gt; Defining a project and creating a clear project assignment</li> <li>&gt; Designing project start processes</li> <li>&gt; Setting up and conducting a project kick-off workshop and a project sponsor meeting</li> <li>&gt; Analysing the project's context: project boundaries and project context analysis</li> <li>&gt; Planning the scope of a project: project deliverables plan and work breakdown structure</li> <li>&gt; Setting up timelines: project milestone plan and Gantt chart</li> <li>&gt; Developing resource and cost plans</li> <li>&gt; Establishing an organisational and communication structure</li> <li>&gt; Defining work packages and allocating tasks</li> <li>&gt; Overview: identifying and managing risks</li> </ul>	<p><b>Module 2: Controlling and Closing Projects (2 days)</b></p> <ul style="list-style-type: none"> <li>&gt; Setting up project controlling processes</li> <li>&gt; Managing scope, schedule, resources and cost: determining their status and implementing measures to keep on track</li> <li>&gt; Managing the human aspect of a project (project organisation, and project environment)</li> <li>&gt; Conducting project controlling workshops</li> <li>&gt; Compiling a project progress report</li> <li>&gt; Conducting a project sponsor meeting</li> <li>&gt; Designing processes for change requests</li> <li>&gt; Overview: managing project risks</li> <li>&gt; Designing and implementing a project close-down process</li> <li>&gt; Conducting a project close-down workshop</li> <li>&gt; Documenting lessons learned from the project</li> <li>&gt; Compiling a project close-down report</li> </ul>
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<p><b>Module 3: Leadership in Projects</b> <b>(2 days)</b></p> <ul style="list-style-type: none"> <li>&gt; Find an approach to foreign cultures</li> <li>&gt; Perception of own values, attitudes and ethics</li> <li>&gt; Culture-based preferences and their impact on teamwork, expectations and practices</li> <li>&gt; Effective tools to expand your ability to communicate</li> <li>&gt; Global managerial and leadership skills</li> <li>&gt; Gain a better understanding of your counterpart</li> <li>&gt; Prevent conflicts and deal with them</li> <li>&gt; Create a productive and trustful team atmosphere with individuals from different value systems</li> </ul>	
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**Are you interested in training and development opportunities with a seal of quality? An internationally recognised certificate offers you the best career opportunities.**

**Free to your training:**

**Free Book „Let your projects fly“**

This book is designed as an operative project management reference. Proven methods accompanied by pictures and examples, detailed descriptions of project management start, controlling and closure as well as tools and checklists, ensure immediate practicability in your own project.

**Free Software „next project light+“**

With this software tool, you can quickly and easily plan and manage small projects and tasks that are not really projects, yet similar to projects. We call them project-like tasks.

**Dates:**

Venue	Dates	Language	Cost excl. VAT
Live Online Training (Online) Location: <a href="#">Online/Remote</a>	23.09.2024 - 25.09.2024 09:00 - 17:00 Uhr	English Trainer: <a href="#">Walter Sedlacek</a> , <a href="#">MSc, MBA</a>	EUR 1,630.00
Live Online Training (Online) Location: <a href="#">Online/Remote</a>	30.09.2024 - 01.10.2024 09:00 - 17:00 Uhr	English Trainer: <a href="#">Peter Sochna</a>	EUR 1,210.00
Live Online Training (Online) Location: <a href="#">Online/Remote</a>	06.05.2024 - 07.05.2024 09:00 - 17:00 Uhr	English Trainer: <a href="#">Peter Sochna</a>	EUR 1,210.00
Live Online Training (Online) Location: <a href="#">Online/Remote</a>	07.10.2024 - 08.10.2024 09:00 - 17:00 Uhr	English Trainer: <a href="#">Peter Sochna</a>	EUR 1,210.00

Venue	Dates	Language	Cost excl. VAT
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<sup>1</sup> PDUs - professional development units (for re-certification according to PMI®)

<sup>2</sup> QHs - qualifying hours or further training hours (for re-certification according to IPMI®)

### Fine print:

You can read the general terms and conditions for the inter-company events of the next level academy here:

[www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/](http://www.nextlevelconsulting.com/en/our-services/training-and-development/general-terms-and-conditions/)

→ *Any questions?*

We look forward to hearing from you.

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