

## PA – The Project Manager

### **‘Jack – or Jill – of all trades, master – or mistress – of none’? Not today’s PA!**

Q: When is a task not a task? A: When it becomes a project. This workshop will show you how to prevent projects from taking over your life and how to make a shining success of them, earning you praise and gratitude from your boss and respect and admiration from your colleagues.

### **From the Top**

As a professional PA, you know only too well that the old saying just doesn’t apply in your world, don’t you? Often without specific training, you have to be not just good, but great at so many diverse tasks, while all around you colleagues with specialised functions only have to concentrate on doing one thing well.

Isn’t it funny how often what seemed like a simple task (at least to your boss) when you were given it, can easily turn into a project, gobbling up your time, as well as resources? If you need to be more effective in managing your tasks and projects and want to feel more in control of involved colleagues and deadlines and get help from project planning tools, then this one-day workshop for non-project managers is for you!

### **How Does It Work?**

In addition to working in pairs and small groups on a range of exercises, there will be opportunities for individual guidance if required. You will also be able to review and discuss your own projects with an experienced Project Manager. Key topics that will be covered include:

- Developing an understanding of project manager skills and processes
- Understanding the project ‘life cycle’
- Defining project objectives and creating a communication plan
- Project scheduling and resource planning
- Roles and responsibilities
- Tracking and project reporting
- Problem and issue management
- Measuring the success of your project
- Project sign off and closure

By the time you’ve completed this intensive one day workshop, even complex multi-layered projects will hold no fear for you, so sign up for the course today and put yourself back in control.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

## **Our Philosophy**

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.