TRAINING PROVIDER
Singapore Professionals' And Executives' Cooperative Limited

COURSE INFORMATION:

Course Title	**Practical Project Management Skills**
Language	**English**
Course Duration	1 day (7 hours / 9am to 5pm)

COURSE OUTLINE:

Course Overview & Objectives	Projects represent much of the work done in today's organizations. Effective project management is essential if organizations are to succeed in today's rapidly changing and highly competitive environment. Learning to manage projects effectively not only benefits your organization, it benefits you. Today's organizations rely on employees who can carry a project through from inception to completion, on time and on budget, making a more efficient use of resources and achieving a quality outcome. Thus, being able to manage projects successfully makes you more valuable to your organization and improves your career prospects by providing you with a critical skill.
Key Topics Covered	The course explores the following subjects in depth: • Identify the project outcome and how it can best be achieved • Translate tasks and activities into S.M.A.R.T goals • Identify stakeholders and selecting the right people for project team • Create a project schedule that includes timelines, milestones and responsibilities • How to plan for contingencies and handle project barriers • Provide a sense of completion once the outcome is achieved • Evaluate the process to increase the success of future projects
Learning Outcomes	Upon successful completion of the course, participants are equipped with the knowledge and skills to: • Carry out the four stages of a project. • Understand what makes a project succeed. • Initiate and define a project. • Plan steps to move a project forward. • Keep a project on track. • Conduct proper project closure and evaluate its success.
Learning Methodology	The workshop is delivered in an interactive learning setting and offers the opportunity to apply the concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.
Who Should Attend	This program will benefit freelancers/contract (gig) workers and working professionals who are responsible for leading a project from inception to completion.