

Project Management



Overview

Develop strategies and learn how to use a range of project management tools to successfully design, plan, manage or participate in a project from beginning to end. This one day training program is for people who manage or participate in projects as part of their work. You will have the opportunity to work on current or upcoming projects and reflect on past projects in which you have been involved, so bring along information on your project/s. (You don't have to have project management experience to participate in the training program).

Learning Outcomes

At the end of the training workshop you be able to:

- Design and plan a project using a project management framework
- Use a range of project management tools and strategies to plan, implement, monitor, review and evaluate your project
- Develop strategies for working with others on a project
- Develop strategies for addressing common project challenges
- Reflect on your project/s.

Who can attend? Managers, workers/volunteers	
Date: Thursday 26 April 2012 Time: 9:30am – 4.00pm	Venue: Level 3 Bowen Library. 669 Anzac Pde, Maroubra Junction 2035
Cost: HACC staff/volunteers \$55 (prices include 10% GST) Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)	
<i>The total training fee will be charged if less than 14 days notice is given of a cancellation.</i>	
Facilitator: Grace Leotta is an organisational development and training consultant for non-government and government community services. She has worked in community services as a service manager, community development worker, family worker and trainer. Grace has also lectured at a tertiary level on community consultation, community management and social science. As well as developing and conducting training, Grace conducts service program reviews and evaluations, facilitates planning, community consultation and organisational development/change management processes. She has qualifications in social studies, adult education and training, community management, community participation and consultation, and facilitation.	

Full payment is due at time of booking.

Please go to our website to download the booking form

<http://www.jnc.org.au>

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