

Forms, templates and tools for
accomplishing work outcomes



Managing Your Work as a Project Workshop Description

Overview

Project management will be taught as it applies to personal accountabilities for accomplishing work outcomes; whether they are projects or ongoing activities. Forms, templates and tools will be provided. Application activities will prepare participants to use these skills and tools back on the job.

Objectives

Upon completion of this workshop participants will be able to:

- Identify the three major phases of managing your work as a project.
- Develop a work agreement statement and specifications for their work.
- Develop an action plan to complete the project.
- Troubleshoot the action plan.
- Incorporate steps for project tracking and evaluation.

Learning Methods and Delivery

Managing Your Work as a Project utilizes the latest in adult learning methodology including large and small group discussion, individual application and real on-the-job examples.

Managing Your Work as a Project can be delivered by our facilitators or certified client facilitators.

Target Audience

This workshop is adaptable for groups of managers, non-managers or mixed audiences.

Learning Time

3 to 4 hours

Class Size

Typical class size 12 to 20



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