

L&D Project Management MasterClass



Are you ready to move your project management skills from ad-hoc to intentional?
Have you managed projects but never had any formal frameworks for what you know?
Are you managing projects and looking for higher level skills and tools?

This MasterClass covers all key facets of this important area of work as it applies to learning and development professionals. You'll learn the end-to-end process and explore the Project Management Body of Knowledge methodology.

You'll learn about planning, attention to detail and follow up, sourcing appropriate content, facilities, equipment and presenters and the basics of budgeting, marketing and evaluation.

If you want to run complex L&D projects, give your project management experience a strong theoretical framework and learn practical tools and methods then this course is for you.

Learning Outcomes

By the end of this course, you will be able to

- ✓ Use the Project Management Body of Knowledge (PMBOK) methodology
- ✓ Describe the phases of a learning & development (L&D) project lifecycle
- ✓ Apply techniques to accurately define project scope, develop plans and control measures to manage projects effectively
- ✓ Estimate task duration, sequence and schedule deliverables to track progress
- ✓ Identify HR management issues
- ✓ Undertake risk analysis and manage the change control process
- ✓ Integrate the Project Management functions to assist in delivering successful projects

You should attend this course if you want to:

- ✓ Plan and execute complex L&D projects
- ✓ Give your project management experience a strong theoretical framework
- ✓ Learn practical planning tools and methods
- ✓ Understand the international standard PMBOK™ methodology
- ✓ Deliver and finalise successful projects
- ✓ Evaluate and report on projects

Australian Institute of Training and Development

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Course outline

1. Fundamentals

- The role of the L&D project/program manager
- An introduction to the PMBOK methodology
- L&D project life cycle
- Managing project teams

2. Planning

- Define scope and objectives
- HR & stakeholder activities
- Communication processes
- Procurement activities
- Strategy
- Managing change

3. Functions

- Scheduling
- Resource requirements
- Costing and creating value
- Quality management
- Risk management

4. Managing

- Staffing requirements
- Skills gap analysis
- Staff training & development
- Managing conflict
- Finalising and evaluating
- Review and action planning

Semester 1 2017

- **Melbourne 9 March**
- **Sydney 28 March**
- **Canberra 1 May**
- **Adelaide 25 May**
- **Perth 31 May**
- **Brisbane 1 June**


Course Fees


- Member \$595
- Guest of Member \$660
- Non Member \$760

Registration

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Who is this program for?

- ✓ Project managers
- ✓ Training managers
- ✓ Learning and Development professionals
- ✓ Board executives
- ✓ Learning and Development consultants
- ✓ HR professionals
- ✓ Anyone who wants to manage Learning and Development projects

In house?

Courses run in your organisation, when you need it, where you need it

Our experienced trainers will work with you to customise the experience for the best outcomes for your team and business.



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