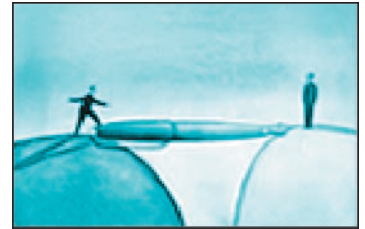


Project Management: Practical Tools for HR Professionals One-Day Workshop



Summary

HR teams are increasingly facing more complex, business focused delivery challenges which fall outside of “business as usual”. Having competence in project management is therefore becoming more essential to managing change and complexity in a controlled way, co-ordinating the activities of people both in HR and the wider business and in supporting the delivery of critical strategic and tactical projects.

Workshop Details

The price is £450 per person. A 10% discount is offered on a second place booked and invoiced at the same time.

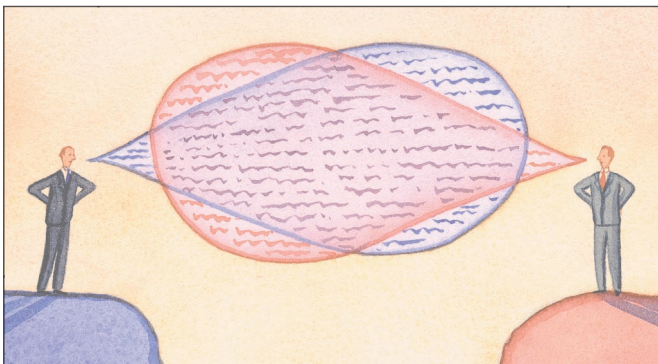
To book your place, please email Judith.Strange@develop.uk.com, and for more information, please call Judith on 07866 676 230.

This workshop will enable you to:

- Understand the importance of effective project management and how it contributes to business success
- Explore the roles and responsibilities associated with projects and identify personal implications
- Define, plan and manage a project from initiation to close-down with practical templates
- Ensure that project benefits are identified and realised, even where they may first appear “intangible”
- Identify and manage stakeholders
- Understand common pitfalls in HR project management and explore techniques for avoiding them
- Increase credibility with business areas through enhanced understanding of project management process and terminology

Contents will include:

- An introduction to project management and its relevance to HR and the business
- An exploration of the different roles and accountabilities within projects
- An overview of skills needed in project management and a self-assessment tool to produce a profile of current competence and knowledge
- A step guide to the different stages in HR project management using user-friendly, practical templates. This will include:
 - Achieving clarity about goals, scope of the project and critical success factors
 - Scoping resource requirements
 - Setting up and co-ordinating a project team
 - Identifying the critical path; planning, delivering and reporting at each stage of the Project management process from project initiation to close-down
 - Managing risks
 - Preparing stakeholder management plans
- Realising benefits
- Action planning to implement new learning and assess implications for own role



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